REPORT RESUMES

ED 017 280 LI 000 063

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY. FINAL REPORT. PENNSYLVANIA STATE LIBRARY MONOGRAPH NO. 4.

BY- VANN, SARAH K.
PENNSYLVANIA STATE LIBRARY, HARRISBURG
PUB DATE 67
EDRS PRICE MF-$1.25 HC-$11.60 288P.

DESCRIPTORS- *BOOK CATALOGS, *CENTRALIZATION, *LIBRARY ACQUISITION, *LIBRARY MATERIAL SELECTION, *LIBRARY TECHNICAL PROCESSES, CATALOGING, CLASSIFICATION, FEASIBILITY STUDIES, LIBRARY COOPERATION, PUBLIC LIBRARIES, BLACK GOLD COOPERATIVE LIBRARY SYSTEM, PENNSYLVANIA, PHILADELPHIA DISTRICT LIBRARY CENTER,

THIS STUDY IS CONCERNED WITH CENTRALIZED PROCESSING--NAMELY, THE ORDERING, CATALOGING, CLASSIFICATION, AND PHYSICAL PREPARATION OF LIBRARY MATERIALS, WHATEVER THE FORMAT, IN THE LIBRARIES OF THE PHILADELPHIA LIBRARY DISTRICT. DATA FROM QUESTIONNAIRES SENT TO THE LIBRARIES OF THE DISTRICT WAS ANALYZED TO DETERMINE THE FEASIBILITY OF ESTABLISHING A CENTRALIZED PROCESSING CENTER IN SOUTHEASTERN PENNSYLVANIA. IN ADDITION, APPRAISAL WAS MADE OF SEVERAL EXISTING PROGRAMS AND SUCH CENTERS IN OTHER STATES. VISITS WERE MADE TO FOURTEEN OUT-OF-STATE CENTERS AS WELL AS THE DISTRICT LIBRARIES. THE STUDY CONCLUDES THAT A CENTRALIZED PROCESSING CENTER FOR THE PHILADELPHIA LIBRARY DISTRICT SHOULD NOT BE CREATED AND RECOMMENDS THAT A PLAN FOR STATE-WIDE CENTRALIZED CATALOGING AND CLASSIFICATION PROGRAM FOR PUBLIC LIBRARIES SHOULD BE INITIATED. APPENDIXES INCLUDE (A) DATA COLLECTED FOR THIS STUDY, (B) DESCRIPTION OF CENTRALIZED PROCESSING PROGRAMS AND/OR CENTERS IN THE UNITED STATES, (C) AGREEMENTS/CONTRACTS RELATING TO SUCH PROGRAMS, (D) DETAILED OPERATION OF THE BLACK GOLD COOPERATIVE LIBRARY SYSTEM PROCESSING CENTER, AND FINALLY, (E) COST DATA ON BOOK CATALOGS. A SUMMARY OF THIS REPORT APPEARS IN "LIBRARY RESOURCES AND TECHNICAL SERVICES," FALL, 1966, PAGES 461-478. (PT)

LI 000 063
002204
ED017280

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER

by SARAH K. VANN

PENNSYLVANIA STATE LIBRARY
MONOGRAPH No. 4

LI 000 063

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY

FINAL REPORT

Sponsored by the
Philadelphia District Library Center
(Free Library of Philadelphia)

by Sarah K. Vann

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
PENNSYLVANIA STATE LIBRARY. 1967

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

ADVISORY COMMITTEE

Miss Dorothy Bendix
Associate Professor
Graduate School of Library Science
Drexel Institute of Technology
Philadelphia

Miss Margaret C. Brown
Chief, Processing Division
Free Library of Philadelphia

Miss Evelyn Hensel
Assistant Librarian
Pennsylvania State University
University Park

Miss Helen D. Hutchinson
Deputy Director
Free Library of Philadelphia

Miss Mary Linn McCulloch
Librarian (Resigned)
Abington Library Society
Jenkintown

Mr. A. Hunter Rineer, Jr.
Executive Director
Lower Merion Library Association
Ardmore

Mr. Donald A. Riechmann
Secretary
Coordinator of District Services
Free Library of Philadelphia

Miss Eleanor Campion
Chairman
Director, Union Catalogue of
Philadelphia Metropolitan Area

EX-OFFICIO

Mr. Ernest E. Doerschuk, Jr.
State Librarian
Harrisburg

Mrs. Pearl Frankenfield
Director
Norristown Public Library

Mrs. Miriam Hearne
Director
Chester County Library
West Chester

Mrs. Meredith R. Smith
Director
Bucks County Free Library
Doylestown

Mr. Emerson Greenaway
Director
Free Library of Philadelphia

ACKNOWLEDGMENTS

It is my pleasure to acknowledge my indebtedness to the following, each of whom contributed in a special way to the completion of the Study:

To the Directors and/or Administrators of the centralized processing centers and/or programs who generously shared, with disarming frankness, their documents, time, and thoughts.

To Mr. Charles O'Halloran, State Librarian, Missouri State Library, who graciously permitted the use of the responses to the Missouri questionnaire, "Survey of Processing Centers in the United States."

To the Philadelphia District librarians who, through their interest and cooperation, provided much of the data for Part I.

To the Advisory Committee whose responsive encouragement furthered the development of the Study.

To the Free Library of Philadelphia, particularly Miss Margaret C. Brown, Chief, Processing Division, for her perceptive insight and guidance and to Mr. Emerson Greenaway, Director, for sharing his inspirational vision of the district library concept.

To Mr. Donald A. Riechmann, Coordinator, District Library Services, Free Library of Philadelphia, for the secretarial services of his Office, for the distribution of the inquiries, and for his infectious optimism throughout all phases of the Study.

To Miss Wilma W. Waite, University of California, Berkeley, for her interest, encouragement, and statistical and editorial assistance during the final stages of the Study.

Sarah K. Vann

TABLE OF CONTENTS

PART I. CENTRALIZED PROCESSING FOR THE PHILADELPHIA LIBRARY DISTRICT

Chapter | Page

I. CONCLUSIONS AND RECOMMENDATIONS 1

II. THE DISTRICT LIBRARY IN THE PENNSYLVANIA LIBRARY PROGRAM 2

The Program
Centralized Processing
  Within the State
  Within District Centers
Observations

III. THE PHILADELPHIA LIBRARY DISTRICT 8

The District Library Center
The District Libraries
  From annual reports
  Within the libraries

IV. TOWARD A BOOK CATALOG FOR THE PHILADELPHIA DISTRICT .. 18

Titles from District Libraries
Representation of Titles in the *Catalog of Books*
Variations in Cataloging and Classification

CONCLUSIONS OF THE FEASIBILITY STUDY 26

PART II. CENTRALIZED PROCESSING: AN APPRAISAL OF SOME EXISTING PROGRAMS AND/OR CENTERS

V. CENTRALIZED PROCESSING: TOWARD REALITY 27

Introduction
Re-evaluation
  In Missouri
  In New York
  In other states

VI. CENTRALIZED PROCESSING: CENTERS AND SERVICES BY TYPE ... 33

The Autonomous Structure
The Neo-Departmental Structure
  Within a local library
  Within a county library
  Within a state library
The Multiple Service Center Encompassing Processing
Summary Comment

TABLE OF CONTENTS—Continued

Chapter Page

VII. CHARACTERISTICS: LEGAL AND FINANCIAL ... 39

Legal Structure and Governing Bodies
Financial Structure
    Income from members
    Income from subsidies
Expenditures and Cost Studies

VIII. CHARACTERISTICS: INTERNAL ORGANIZATION AND ACTIVITY ... 46

Administrative Organization
Staff
Membership and Volumes Processed

IX. CHARACTERISTICS: MEMBERSHIP ... 57

Types of Member Libraries
    Including schools
    Including other types
    The future
Book Budgets of and Books Processed for Member Libraries
Distance of Member Libraries from Centers
Participant Satisfaction
Agreements Signed by Member Libraries

X. CHARACTERISTICS: PHYSICAL ENVIRONMENT ... 62

Location, Quarters, and Floor Plans
Equipment
    Observations and recommendations
    Toward automation

XI. FROM THE CENTER: BOOK SELECTION GUIDANCE ... 74

Kinds of Selection
Book Selection Sources
    Within state libraries
    Within the New York Systems
    Within member libraries
    Similarities of lists
Book Selection Service from Centers
Selection in the Wayne County Library System, Michigan
Selection in the Pioneer Library System, New York
Observations and Recommendations

XII. WITHIN THE CENTER: ORDERING ... 83

Introduction
    Types of materials to be ordered through the centers
    Types of materials not generally ordered through the centers
Orders from Member Libraries
    Single title ordering
    Concurrent title ordering

TABLE OF CONTENTS—Continued

Chapter — *Page*

Order Forms
Ordering Procedures Within Centers
Some Special Aspects of Ordering
Observations and Recommendations

XIII. WITHIN THE CENTER: CATALOGING AND CLASSIFICATION POLICIES AND PROCEDURES 97

Descriptive Cataloging
Subject Cataloging
Classification
Cutter Numbers

XIV. CATALOGING AND CLASSIFICATIONS: WITHIN CENTERS AND MEMBER LIBRARIES 105

Introduction
    Custom cataloging
    Standardized cataloging
Cataloging Within Centers
Cataloging Within Member Libraries
Commercial Processing and Processing Center Services
The Card Catalog Within Member Libraries
Toward the Book Catalog for Member Libraries
    In California
    In New York State
    In North Carolina
    Cost of book catalogs
Observations and Recommendations

XV. WITHIN THE CENTER: PROCESSING (PHYSICAL PREPARATION) OF MATERIALS 117

Introduction
Processing Procedures
    Cost of processing within centers
    Variations in processing permitted
Processing Within Member Libraries
Observations and Recommendations

XVI. FROM THE CENTER: DELIVERY AND BILLING 121

Delivery
    Costs of delivery
    Observations and recommendations
Billing
    Billing to member libraries
    Observations and recommendations

SUMMARY COMMENT 127

TABLE OF CONTENTS—Continued

Page

APPENDIXES

A. Southeastern Pennsylvania Processing Center Feasibility Study 131

B. Centralized Processing Programs and/or Centers in the United States 155

C. Centralized Processing Programs and/or Centers in the United States: Agreements/Contracts 165

D. Black Gold Cooperative Library System Processing Center 245

E. Book Catalogs: Cost Data 261

PREFACE

The Feasibility Study had as its major purpose "to consider acquisition and centralized processing specifically in terms of service to the Philadelphia Library District, and the potentials for service on a larger service area basis."[1]

The Study was requested by the Free Library of Philadelphia which, as the District Center Library, wished to consider the extension of the perimeter of its services were it feasible. The Study was adopted as a Project under the approved Pennsylvania State Plan for the use of Federal Library Services and Construction Act Funds.

Visits were made to representative processing centers during the months of September, October, November and December 1965. Specific data were obtained from three questionnaires, dated November 18, 1965, March 22, 1966, and May 6, 1966. Continuing refinement and correction of data were made possible through correspondence with directors of centers and/or processing programs throughout the United States.

An accompanying study was planned which related to an appraisal of some existing centralized processing programs because of (1) the need for more background and evaluative information than was available through the literature and (2) the possible contribution of the findings to the conclusions and the recommendations of the Feasibility Study.

Data on the Philadelphia Library District

Data on the Philadelphia Library District are based on the following:

1. An initial inquiry (Inquiry I) addressed to the District Libraries:
    a. To elicit facts and opinions about their individual programs and their participation in the current District program.
    b. To ascertain their readiness for a centralized processing center should one be recommended as feasible. (See Appendix A for Inquiry I.)
2. A study of annual reports of the District Libraries and of the reports of the Coordinator of District Library Services.
3. A survey of the literature; use of profile studies which had been made of Delaware and Montgomery Counties and their libraries.
4. Visits to the District Center Library and to representative District Libraries.
5. Two inquiries designed
    a. To identify titles acquired in 1965 which were considered significant. (See Appendix A for Inquiry II.)
    b. To note a pattern of duplication in the holdings of those titles, if any, among the District Libraries. (See Appendix A for Inquiry III.)

As of the time of the Study, the Philadelphia District encompassed *48* libraries, if Lower Merion Township is considered one, or *53* if the six libraries in the Township are counted individually. The findings are based in part on these sources:

Sources	*% of Total*
Annual reports from 38 of 48 libraries	79.0%
Responses to Inquiry I from 28 of 48 libraries	58.3
Responses to Inquiry II from 22 libraries (Sent only to the 28 respondents of Inquiry I)	78.5
Responses to Inquiry III from 37 of 53 libraries (Sent to all the District Libraries, including each of the six libraries in Lower Merion Township)	69.8%

In Appendix A are to be found the names of the 53 libraries in the Philadelphia District. The availability of an annual report and the responses of each library to the three inquiries are noted.

Data on some existing centralized processing programs

Data on some existing centralized processing programs are based on the following:

1. An Inquiry addressed to discoverable centralized processing programs and/or centers which requested documents relating to:
    a. Study or studies made.
    b. Contractural agreements.
    c. Directives.
    d. Manuals of procedures.
    e. Annual reports (including statistics).
2. Continuing correspondence with several of the centers.
3. Visits to fourteen programs and/or centers in Georgia, Florida, Illinois, Michigan, Missouri, New York, North Carolina, and Ohio.

4. A nationwide questionnaire, "A Survey of Processing Centers in the United States,"* made in 1965 by the Missouri State Library. The responses were entrusted to the Feasibility Study for coding.
5. A questionnaire distributed to members of centers to gather data on participants' views.[2]

The Inquiry (see Appendix B) was sent to 66 programs and/or centers known or thought to be in existence. The response was as follows:

	No.	%
Responses with useable data	42	63.6
Responses clarifying status	10	15.2
No response	14	21.2
Total	66	100

Letters of clarification came from ten states: Alabama, California, Colorado, Connecticut, Idaho, Montana, Oregon, Vermont, Washington and Wisconsin. It was reported that some had never really had programs and that two were no longer functioning: the Centralized Book Processing program of the Idaho State Library and the North Coastal Regional Library program, Tillamook, Oregon. Of the 14 which did not respond, four are known to be active. No further information was obtained on the remaining ten.

The Missouri questionnaire was distributed to 44 centers known or thought to be in existence of which 23 or 52.3% responded. In Appendix B may be found a copy of the questionnaire with its 54 detailed, openend questions.

Both the Philadelphia Inquiry and the Missouri questionnaire contained some centers not known to the other. A combined listing of the centers**, excluding those which did not meet the definition of "centralized processing" as used in the Feasibility Study, appear in Appendix B.

The combination of the informative documents furnished by the respondents to the Philadelphia Inquiry, the correspondence, the visits, and the fortuitous availability of the responses to the Missouri questionnaire resulted in a somewhat formidable and imposing array of source material on which to rely for fact, illustration, self-appraisals, and opinions.

The Final Report

Research and study for the Final Report were undertaken in awareness that centralized processing, implying standardization, has long been part of the American bibliographical dream of cooperation. Further, while in the abstract it should have been a concept readily attainable, there was some suggestion that some centralized processing programs had escalated the level of conformity among their membership but had not, among themselves, lessened the costliness or the duplication of time, talent, and skill involved in the repetitive and individualized activities.

There was further recognition that while centralized processing can enrich library services to the public in libraries already strong, it can also perpetuate and furnish a buffer against the inadequacies of the mediocre.

The Final Report is not a manual of routines though many are included. They have been chosen to illustrate practice within the scope of the documents available for the Study. A peripheral value is that, since it is axiomatic that routines and procedures should be evaluated periodically, samples such as those included may be of value in any local situation.

As long ago as 1876 Melvil Dewey observed:

> About once in so long articles appear in different countries rehearsing the follies of the present system of doing the same thing over a thousand times, as we librarians do in cataloguing books that reach so many libraries.[3]

Thus this Final Report becomes one more article confirming, through its sustained appraisal of the present, that some follies still persist. Just as Melvil Dewey concluded, "Now, I believe, after giving this question [cooperative cataloging] considerable attention, that it is perfectly practicable,"[4] the Feasibility Study endorses the continuing search for standardization and centralization also as "perfectly practicable" and ultimately attainable.

The Final Report is presented in two parts:

Part I. Centralized Processing for the Philadelphia Library District

Part II. Centralized Processing: An Appraisal of Some Existing Programs and/or Centers

The conclusions and recommendations of the Feasibility Study are to be found in Part I, Chapter I.

---

* Referred to, throughout the Final Report, as the "Missouri questionnaire."

** The list contains the official names of the centers and should be consulted for accuracy, since the centers are referred to variously throughout the Study.

FOOTNOTES

1. "Study of the Feasibility of a Processing Center," a Joint Statement Prepared by the Free Library of Philadelphia and the Pennsylvania State Library, 1965, p. 1.

2. Questionnaire in preparation for an anticipated report on "Evaluation of Centers from Viewpoint of Recipient or Cooperating Libraries," for *Library Trends*, July 1967. Extracts from some returns used when appropriate.

3. American Library Association, "Proceedings, 1876," *American Library Journal*, I (November 30, 1876), 118.

4. *Ibid.*

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY

Part I

Centralized Processing for the Philadelphia Library District

CHAPTER I

CONCLUSIONS AND RECOMMENDATIONS

The following conclusions and recommendations are in response to the question: Is it feasible for the Philadelphia District Library to include centralized processing as part of its District services? They are based on the accompanying analyses of data relating to the Philadelphia Library District and to existing centralized processing programs, on the present legal structuring of Districts but not circumscribed by the present number, and on discernible trends of the future.

The CONCLUSIONS of the Feasibility Study are:

1. That a centralized processing center should not be created for the Philadelphia Library District alone.
2. That a coordinated plan for a state-wide centralized cataloging and classification program for public libraries should be initiated.

It is RECOMMENDED, therefore, that:

I. The Philadelphia District Library propose that the State Library:

    A. Create and subsidize two centralized cataloging and classification centers for public libraries in specified geographic areas, each to

        1. Prepare and distribute a book catalog, with programmed supplements, representing all titles available but not identifying holdings of each participating library.
        2. Furnish two catalog cards, for author and shelf list records, for each title ordered by libraries within Districts participating in the book catalog program.
        3. Furnish book labels, book cards and pockets for titles/volumes as requested by District Library Centers.
        4. Adhere to an authoritative and standardized policy for descriptive cataloging, subject headings, and classification.

    B. Designate each District choosing to contract for the service, as an arterial unit of the cataloging and classification center, each to

        1. Strengthen District acquisitions as part of total services within the District.
        2. Centralize and routinize ordering of all materials on a District level.
        3. Forward bibliographic data on each title to the cataloging and classification center.
        4. Standardize circulation routines not only to simplify physical processing but also in anticipation of circulation records which may become mechanized.
        5. Assume responsibility for completing the physical processing of all materials to be cataloged and classified within the District.
        6. Maintain a union catalog of titles, not volumes, held by member libraries.
        7. Distribute materials as rapidly as possible to member libraries.
        8. Complete payment of all District encumbrances related to centralized ordering and physical processing.

II. The Philadelphia District Library propose that its member libraries:

    A. Demonstrate to the libraries of the State the use of the *Catalog of Books* of the Free Library of Philadelphia as an index to each of their collections and as a bibliographic guide to the resources of all the District libraries.

B. Take the initiative in creating a state-wide cataloging and classification program by recommending to the State Library that the Free Library of Philadelphia assume *guidance* of one of the two centers.

III. The Philadelphia District Library proposes that the Free Library of Philadelphia:

A. Include the Branch Libraries of the Free Library within the District library program.

B. Incorporate the ordering and physical processing of District library materials with those of the Branch Libraries of the Free Library.

C. Cooperate with the cataloging and classification center in the standardization of policies.

D. Advise the center in the programming of the *Catalog of Books* supplements and revisions.

E. Acquire and retain each title included in the *Catalog of Books* with re-evaluation of holdings at the time of the complete revisions of the *Catalog of Books.*

Supplementary Recommendations

It is further RECOMMENDED that:

I. For public libraries, the second centralized cataloging and classification center be created in the western part of the State.

A. A plan similar to that proposed for the eastern part of Pennsylvania to be developed.

B. A cooperative arrangement to be made between the two centers to coordinate cataloging and classification policies for possible melding of the programs into one center after an experimental period.

II. For academic libraries, a centralized cataloging and classification service or a full processing program be created.*

A. Junior and community colleges to be considered an entity.

B. State Teachers Colleges/Universities, private and public colleges and universities to be considered an entity.

III. For school libraries a centralized processing center be created.

A. To be grouped by type: High School
Elementary/Junior High

B. To offer full processing

1. To centralize ordering, cataloging and classification, and physical processing of all library materials.
2. To maintain the syndetic structure of the card catalog of each school library.
3. To route materials to County Boards of Education or to County School Library Supervisors.

or

C. To offer centralized cataloging and classification.

1. To furnish complete sets of cards or a book catalog with programmed supplements.
2. To designate the County Boards as arterial units for centralized ordering and physical processing.

CHAPTER II

THE DISTRICT LIBRARY IN THE PENNSYLVANIA LIBRARY PROGRAM

THE PROGRAM

The elements of the present public library program for Pennsylvania are to be found in the 1958 Survey, commissioned by the Pennsylvania State Librarian at the request of Governor George M. Leader, and directed by Lowell A. Martin. The plan, based on the federated systems concept of library service, envisioned a three-level structure of (1) local library services, (2) district libraries, (3) regional resource centers.[1]

The responsibilities delegated to the proposed district libraries involved direct services to readers, services to readers through local libraries, and guidance and coordination functions. Included in the last were those relating to centralized book ordering and experimentation in centralized cataloging.[2] The damaging evidence of the findings of the Survey, that Pennsylvania "ranks with the lowest dozen states in the country,"[3] prompted action by the General Assembly. That action resulted in *The Library Code,* the Act of June 14, 1961, P. L. 324, which endorsed the systems structure earlier proposed. It thereby designated four Regional Library Resource Centers (Section 209) and permitted the designation of up to thirty District Library Centers (Section 211).[4]

A District Library Center is identified as one receiving State-aid for the purpose of:

---

* An imperative consideration in view of the notable absence of reference to libraries in *Elements of a Master Plan for Higher Education in Pennsylvania;* a Report to the State Board of Education of the Commonwealth of Pennsylvania. Prepared by the Consultant Panel established by the Academy for Educational Development, Inc. (New York: 1965).

Making its resources and services available without charge to all the residents of the district,

Providing supplementary library services to local libraries within the district,

Coordinating the services of all local libraries within the district which by contract become part of the district library system,

Exchanging, providing or contracting for library services with other district library centers. [Section 102 (3).][5]

No criteria for the qualifications of a District Library Center, in terms of collection, staff, or services are cited, though it may readily be assumed that the suggestion in the 1958 Survey that there be at least twenty-seven was not ignored. That suggestion reflected a concern over distance, for the plan proposed a

> hierarchy of service for the reader—
> a day-to-day library within 15 to 20 minutes of his home
> a subject and professional library within an hour
> a research library within a day.[6]

The Library Code was quickly implemented with the State Librarian designating the following four libraries as Regional Library Resource Centers (Section 209):

Free Library of Philadelphia,
Pennsylvania State Library,
Pennsylvania State University, and
Carnegie Library of Pittsburgh.[7]

District Library areas were defined and Library Centers, representing varying qualities of services, were designated. As of now there are thirty such Centers, the maximum number designated.

The Feasibility Study has been made in awareness of the present structuring, according to *The Library Code,* without endorsing the continuing existence of thirty districts.

CENTRALIZED PROCESSING

Within the State

With the emergence of the State Plan, at least three surveys have recommended and three county demonstration programs have experimented with centralized processing.

Recommendations have been made to the Harrisburg Public Library (now a District Center) and to two counties, Delaware and Lancaster. For the Harrisburg Public Library, Walter Brahm, now State Librarian of Connecticut, recommended in 1962 that a goal be: "Purchasing (not selection) and processing by one library of books for library service in the area."[8]

For Delaware County, Henry G. Shearouse, Jr., postulated in 1963 the creation of a County Library Headquarters unit which would:

> Offer central purchasing of books and supplies. . . .
> Possibly offer central processing of books. . . .

Shearouse advised, however, that prior consideration should be given to securing the service from a district library or a commercial firm.[9]

For Lancaster County, in which the County Free Public Library is now a District Center, George Moreland, Director, Montgomery County Library, Maryland, recommended in 1963 "the centralization of book purchasing, cataloging and processing for all libraries in the county."[10] Since one of the reasons prompting the survey was "concern for overlapping of school, special and public library service and a desire to coordinate these service agencies," it may be assumed that the recommendation encompassed these three types of libraries.

The three county demonstration programs which have fostered centralized processing are those of Bucks, Cambria, and Chester.

In Bucks County

The Bucks County Free Library, seeking to develop its resources and services in order to regain its status as a District Center, embarked on a demonstration, in the fiscal year, 1963/64, with the sponsorship of the State Library. The program included addition of books and staff, allocation of book credits to local libraries, increased hours of service, and centralized ordering and processing.[11] The success of the program can be measured by the re-designation of the Library as a District Center[12] and by the details of the program described later.

In Cambria County

The Cambria County demonstration, which continued from 1959-1962, resulted in the merger of the Barnesville Library Board with that of the Cambria Public Library, Johnstown, into a single board responsible for a county-wide program.[13] In furthering the demonstration, centralized processing services were offered and continue to be offered by the Cambria Public Library System, now a District Library Center.

In Chester County

The Chester County program, designed to foster cooperation among the existing public libraries, was an experiment supported by the State Library through a contract effective August 14, 1961. For the seven of the thirteen libraries which participated, the experiment involved purchasing, through the County Library, pre-cataloged books from a commercial firm. By November, 1962, however, the program was described as a failure because a county-wide referendum for a library tax was not approved.[14] While the tentative designation as a District Center was withdrawn, the allocated LSA funds were used to sustain a rural library program and, in 1964, the County increased the library appropriations by 31%.[15] Renewed activation anticipates re-designation as a District Center.

Within District Centers

Some recommendations noted in the preceding section have not yet been implemented. Meanwhile, as of 1966, four district centers were offering centralized processing, two of which had begun as demonstration projects and one of which initiated the service as a result of a recommendation. The four district centers are:

District Center	*Library*
Doylestown	Bucks County Free Library
Johnstown	Cambria Public Library System
Lancaster	Lancaster Free Public Library
Washington	Citizens Library

Descriptive data about each of the programs, based on available data, follow:[16]

Doylestown: Bucks County Free Library[17]

The program was undertaken, as earlier noted, with State Library sponsorship, to demonstrate the County's ability to serve as a District Library Center, and, according to the Director, "to implement the Greenaway plan for a county-wide system of public libraries." The plans include: (1) expansion of services at the local level in the form of book credits with the County professional staff constructing lists for selections; (2) experimentation with centralized processing since most small libraries were not equipped to catalog and process books; (3) freeing local staff, mostly volunteers, to serve the public.

Descriptive Data

Libraries in District:*

15 public libraries.

Participating libraries:

District:

13 public libraries.

Non-member:

1 (Bucks County Community College).

Materials:

Books only at present; future projects include records and films.

Services:

Book selection guidance: preparation of lists with first criterion "being quality commensurate with a small budget."

Ordering: titles from lists and titles ordered individually.

Cataloging and classification: *Abridged Dewey* and *Sears*.

Processing: Mylar cover, self-adhesive book pocket, book card, Selin spine label.

Delivery: book with catalog cards and shelf list.

Custom services:

For Bucks County Community College, on a per title fee.

Staff:

General Services Librarian organizes and directs.

Head cataloger; one professional librarian; two pre-professionals on a part-time basis; one typist.

Processing chief; two full-time clerk-typist assistants; part-time helpers when needed.

Orders and accounting assistant responsible for card reproduction.

Equipment:

Xerox 914 for card reproduction.

Volumes processed:

It is reasonable to assume the center could handle between 25,000 and 30,000 volumes a year, based on stream-lining operations, improved budgets to maintain personnel, and increasing use of printed cards and Library of Congress proof sheets with minimum modifications.

Cost per volume:

Service free to District libraries.

Unit cost summary within Center:

Ordering and receiving	$.0619	
Cataloging	.364	
Preparation	.2751	
Total	$.70	per volume

Plans for the future:

Membership, with no charge for processing, will include any public library which agrees to deposit a minimum of 75% of its book budget, with its own selection, or with our guidance if desired.

The plans for the future are based on the expressed interest of some of the libraries to become a part of the County system.

Interest in a book catalog:

Definitely interested.

Comments from Mrs. Meredith R. Smith, Executive Director:

Limitations of centralized processing focus on those individuals who refuse to accept a standard brand of cataloging and perform surgery by re-doing a book to conform to their individual 'schemes.'

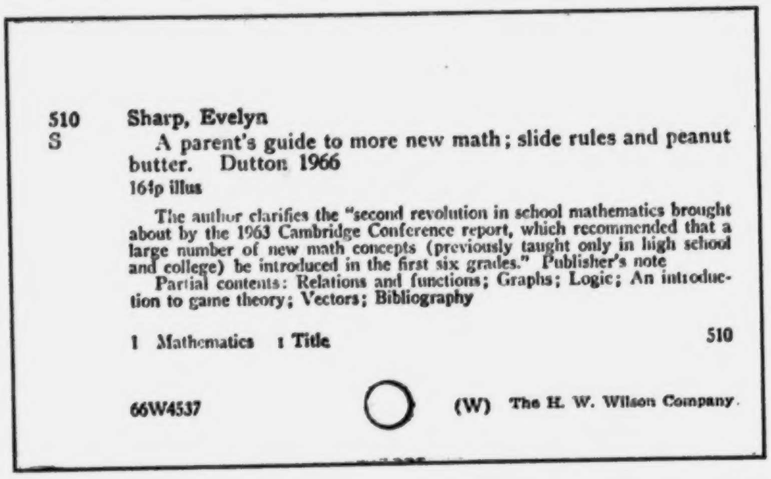
---

* In process of reorganization as a District Center as of 1966.

The arrangement [with Bucks County Community College] is mutually satisfactory and probably will be continued.

More books have been made available to local libraries, plus savings in time and supplies and uniformity in cataloging and classification. Intangibles such as cooperative spirit, growth in understanding the philosophy of good library service and in enthusiasm for the work should be mentioned as accomplishments.

Sample Catalog Cards



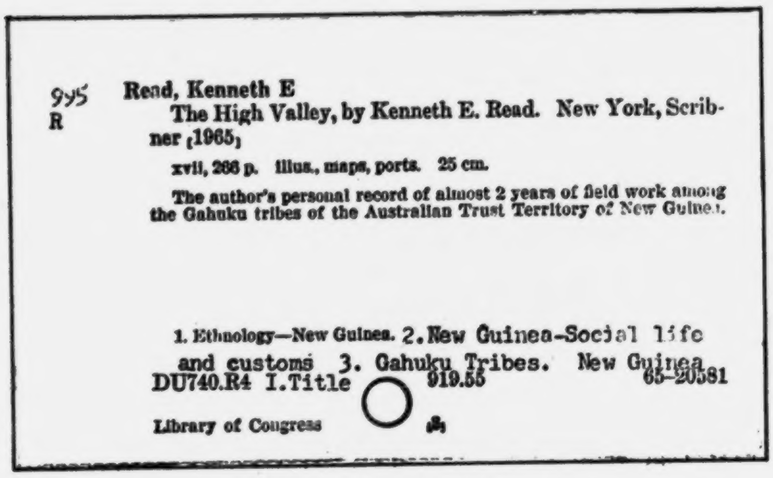
510 Sharp, Evelyn
S A parent's guide to more new math; slide rules and peanut butter. Dutton 1966
164p illus

The author clarifies the "second revolution in school mathematics brought about by the 1963 Cambridge Conference report, which recommended that a large number of new math concepts (previously taught only in high school and college) be introduced in the first six grades." Publisher's note

Partial contents: Relations and functions; Graphs; Logic; An introduction to game theory; Vectors; Bibliography

1 Mathematics i Title 510

66W4537 (W) The H. W. Wilson Company

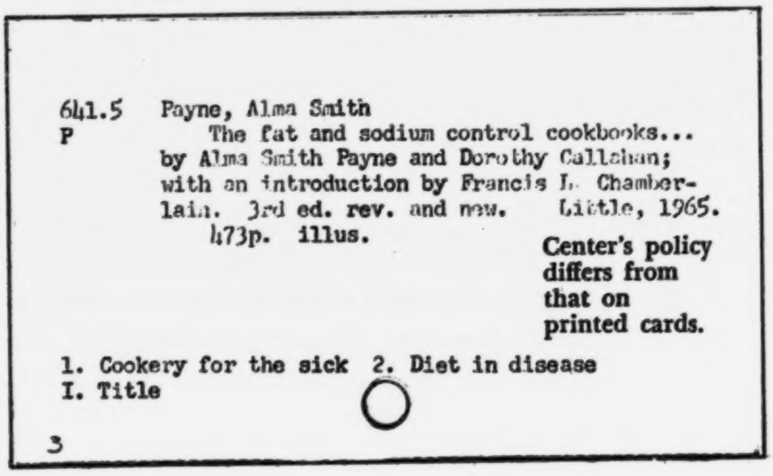


995 Read, Kenneth E
R The High Valley, by Kenneth E. Read. New York, Scribner [1965]
xvii, 266 p. illus., maps, ports. 25 cm.

The author's personal record of almost 2 years of field work among the Gahuku tribes of the Australian Trust Territory of New Guinea.

1. Ethnology—New Guinea. 2. New Guinea-Social life and customs 3. Gahuku Tribes. New Guinea
DU740.R4 I.Title 919.55 65-20581

Library of Congress



641.5 Payne, Alma Smith
P The fat and sodium control cookbooks... by Alma Smith Payne and Dorothy Callahan; with an introduction by Francis L. Chamberlain. 3rd ed. rev. and new. Little, 1965.
473p. illus.

Center's policy differs from that on printed cards.

1. Cookery for the sick 2. Diet in disease
I. Title

3

Johnstown: Cambria Public Library System[18]

The centralized processing program continues the service offered during the demonstration period. It is supported by State and County funds, State aid being mandated; County aid, proportionate with funds available to improve or expand.

Descriptive Data

Libraries in District:
17 public libraries including 11 within the System.

Participating libraries:
15 public libraries.

Materials:
Books and phonorecords.

Services:
Ordering (Three days after monthly meeting after study of *Library Journal* and *Booklist*).
Cataloging and classification: (Use of LC proofsheets, *National Catalog, American Book Publishing Record*).
Physical processing.
Delivery: Books with sets of cards.

Custom services:
Completely standardized; Cutter numbers used only for main library.

Staff:
One professional librarian.
Eight non-professionals (High school graduates).

Equipment:
Xerox 914 for card reproduction.

Volumes processed:
22,000 annually.

Cost per volume:
Convinced time and expense both low.
Cost per card: $.046 per card.

Plans for the future:
To include one more new library; new members secured as new libraries are created in County System.

Comment from Dean C. Gross, Library Administrator:
Strengths [of the program]: (1) professional cataloging assured; (2) extensive economies.

Lancaster: Lancaster Free Public Library[19]

The recommendation that Lancaster County create a processing center for all libraries was seemingly premature since thus far no library in the District has used the services now available. In contrast, from the Harrisburg District, where no action has been taken on the recommendation that centralized processing be offered, the Lebanon Community Library has contracted for the services from the Lancaster Free Public Library.

Descriptive Data

Libraries in District:
8 public libraries.

Participating libraries:
District:
0
Non-member:
1 public library.

Materials:
Books.

Services:
Centralized ordering,* cataloging and classification, physical processing, delivery.

Custom services:
Lebanon has furnished a duplicate shelf list of its entire collection. Processing follows that used in Lancaster with small differences that may be needed.

Volumes processed:
First delivery of books made in May, 1966.

Cost per volume:

	To Lancaster	To Lebanon
Non-fiction . . .	$.90	$1.15
Fiction	.70	.95

Comment from Harold R. Jenkins, Director:
I would not be in a position at this moment to say whether this system is going to work efficiently and that it will continue to gain acceptance throughout the area.

Washington: Citizens Library[20]

According to the Director, the centralized processing service is considered experimental and voluntary. Funds for capital expenditures are secured from the operating budget. The program is supported partially with State aid.

Descriptive Data

Libraries in District:
11 public libraries.

Participating libraries:
5 public libraries.

Materials:
Books.

Services:
Ordering, cataloging and classification, physical processing, delivery.

Custom services:
Each library furnishes directions on how to do the catalog cards and shelf list, book pockets and spine labels.

Staff:
One professional librarian.
Eight non-professionals (High school graduates).

Equipment:
Xerox 914 for card reproduction.

Volumes processed:
20,000 volumes annually.
May 19, 1966: 9,920 books ordered.

Cost per volume:
$.65 which covers the cost of material and direct labor cost but does not cover any portion of salaries of cataloging librarian, workroom supervisor and head librarian.

Cost per card: Original $.10
Copies $.02

Plans for the future:
No plan to secure new members unless the Library becomes a County Library.

Comment from Norman W. Lyon, District Center Librarian:

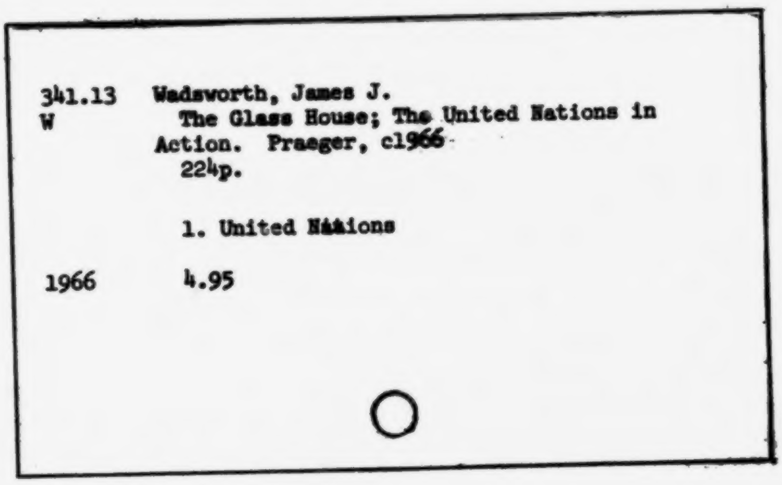
Not all librarians in the District use it, but the ones who do find it a great help, particularly when purchasing larger quantities of books from special funds.

The chief disadvantage to the District Center is that the orders come in spurts, and are given priority over our processing. There are always delays in arrivals and in processing which irritate the client librarian and which cause her to blame the delays on us. Despite this disadvantage, however, I feel that the relation with librarians in our District is better rather than worse because of this service.

---

* Lebanon Community Library selects its own books, types the orders and forwards them to Lancaster Public Library for full processing.

Sample Catalog Card



341.13 Wadsworth, James J.
W The Glass House; The United Nations in
Action. Praeger, c1966
224p.

1. United Nations

1966 4.95

OBSERVATIONS

Distance as a primary criterion for determining the location of district (and regional resource) centers seems faulty in itself. The resultant district structuring within the State and subsequent recommendations and demonstrations portend, moreover, the possible offering of duplicative or similar services from strengthened county libraries and district library centers. While it is not the purpose of this Study to comment broadly on the State Plan, it is anticipated that the current re-appraisal of public library services and facilities, being made under the auspices of the State Library,[21] will identify emerging problems and propel the State forward in its progressive program.

While centralized processing is not specifically cited as a District Library Center responsibility in *The Library Code,* as it had been in the 1958 Survey, it is encompassed in the "services" concept. It would be possible, therefore, for at least thirty centers to experiment with processing programs. Evidence thus far indicates that each tends to be highly individualistic and to be initiated without seeming consultation and planning with other districts. Yet State and Federal funds would presumably be allocated to each despite evident duplication.

It can readily be assumed that the four programs were initiated within the context of the District structure with the thoughtful and loyal support of each District Center. Nevertheless it must be indicated, without discredit to those developing the centralized processing programs, that divergencies similar to those prevailing among the New York State Systems are evident. Among the areas in which variations occur are these:

1. Offering book selection guidance.
2. Having a deadline order date.
3. Cataloging non-book materials, for example, phonorecords.
4. Charging member libraries for services.
5. Extending services to non-members.
6. Ratios between size of staff and volumes processed.
7. Cost per volume figures.
8. Cataloging and classification policies.
9. Performing custom services.
10. Size and qualifications of staff.

While it may be true that library history does not repeat itself, librarians do tend to repeat, or to initiate unknowingly, approaches and procedures which have not always merited imitation or which were devised for a unique situation. As in other centers throughout the country, the four programs in Pennsylvania have achieved some level of conformity among their participants but have not, among themselves, achieved standardization. As in the New York Systems, it can be anticipated that such a medley of variations and duplication of activity will inevitably compel a review unless a State-wide program is forthcoming.

A recommendation for a State-wide program might well:

1. Seek to activate the clause of Section 102(3) of *The Library Code* which permits a district library center to contract for library services.
2. Recognize the difference between cataloging and classification of a title and the coding or physical preparation of copies of that title.
3. Propose the creation of one or two State-wide cataloging and classification centers with multiple book depots or arterial units for the receipt of appropriate data and for the physical processing and distribution of library materials.

FOOTNOTES

1. Pennsylvania State Library, *Library Service in Pennsylvania, Present and Proposed;* Lowell A. Martin, Director (Harrisburg: State Library, 1958), 1, 87.

2. *Ibid.*, pp. 105-106.

3. *Ibid.*, p. 177.

4. Pennsylvania Laws, Statutes, etc., *The Pennsylvania State Library Code* (The Library Code. the Act of June 14, 1961, P.L. 324) (Harrisburg: Pennsylvania State Library, 1962), pp. 6-7. Cited as *The Library Code.*

5. *Ibid.*, pp. 1-2.

6. Pennsylvania State Library, *Library Services in Pennsylvania, Present and Proposed,* p. 87.

7. *The Library Code*, p. 6.

8. Pennsylvania State Library, Library Development Division, *Project Report of Library Services Act Programs in Pennsylvania, July 1, 1961-June 30, 1962* (Harrisburg: 1962), p. 8. The survey was published by the Harrisburg Public Library as *A Plan for Library Service in the Harrisburg Area of Pennsylvania,* by Walter Brahm and Mildred Sandoe.

9. Shearouse, Henry G., *A Plan for the Development of Library Services in Delaware County, Pennsylvania* (Albany, N.Y.: 1963), p. 16.

10. Pennsylvania State Library, Library Development Division, *Library Services Act in Pennsylvania, 1962-1963* (Harrisburg: 1963), p. 8.

11. Pennsylvania State Library, Library Development Division,

Project Report of Library Services Act Program in Pennsylvania, July 1, 1963-June 30, 1964 (Harrisburg: 1964), p. 13.

12. Letter from Ernest E. Doerschuk, Jr., State Librarian, Pennsylvania State Library, May 20, 1966.

13. Pennsylvania State Library, Library Development Division, *Library Services Act in Pennsylvania, 1962-1963*, p. 5.

14. Pennsylvania State Library, Library Development Division, *Project Report of Library Services Act Program in Pennsylvania, July 1, 1961-June 30, 1962*, pp. 7-8; *Library Services Act in Pennsylvania, 1962-1963*, pp. 5-6.

15. Pennsylvania State Library, Library Development Division, *Project Report of Library Services Act Program in Pennsylvania, July 1, 1963-June 30, 1964*, pp. 12-13.

16. Membership in the four district libraries is based on figures in Pennsylvania State Library, Library Development Division, *Pennsylvania Public Libraries Directory, 1963* (Harrisburg: 1963.)

17. Data from the following: Letter from Mrs. Meredith R. Smith, Executive Director, Bucks County Free Library, Doylestown, June 16, 1966; Bucks County Free Library, "Introduction to Book Selection Lists," August 21, 1964; Bucks County Free Library, "Resume of Cost Analysis in Bucks County Free Library Processing Center," June 30, 1966, 4 pp.; Bucks County Free Library, "1965-1966 Procedures for Ordering," October 19, 1965.

18. Data from the Missouri questionnaire, 1965.

19. Letter from Harold R. Jenkins, Director, Lancaster Free Public Library, May 31, 1966.

20. Data from the Missouri questionnaire, 1965; Letter from Norman W. Lyon, District Center Librarian, May 19, 1966. Reference is made to the program in Pennsylvania State Library, Library Development Division, *Project Report of Library Services Act Program in Pennsylvania, July 1, 1963-June 30, 1964*, p. 3.

21. The State Library has retained Lowell A. Martin, Vice-president of Grolier, Inc., and Director of the 1958 Survey to reassess the State Library program and to compare present developments with his earlier survey. The resurvey began in 1966.

CHAPTER III

THE PHILADELPHIA LIBRARY DISTRICT

The Philadelphia Library District is composed of local libraries in Delaware County and in part of the two neighboring counties of Bucks and Montgomery. Membership in 1965 was as follows:

	Bucks County	*Delaware County*	*Montgomery County*
	11 libraries	23 libraries	16 libraries (including 6 in Lower Merion Township)
Total	53 libraries (See Appendix A.)		

Within the District there has been some movement toward strengthening the organizational structure of some of the smaller libraries; for example, libraries in six separate communities in Montgomery County have formed the Lower Merion Library Association. The activities of the six libraries have been coordinated and the policies set by a Board of Directors composed of three representatives from each library and three from the Township Board of Commissioners. An Executive Director, responsible to the Board, administers the Association and has succeeded in standardizing many of the procedures, among which are book selection guidance, ordering, cataloging, and preparation of materials.[1] The Director generally acts as liaison between the Association and the District Library Center.

Another evidence of activity on a County level has been the preparation of a "Union List of Periodicals and Newspapers" in Delaware County Libraries, May 1966, under the direction of Eleanor V. Downs, Librarian, Springfield Township Library. The list cited 136 periodicals and 7 newspapers. While all the libraries did not indicate their holdings, responses from nine, some with unique titles, presage more cooperative undertakings.

Surveys have been made of Delaware and Montgomery counties, each of which revealed stark inadequacies and proposed, as one progressive step, the strengthening or creation of a County Library. The surveys are:

For Delaware County:

American Association of University Women, *A Survey of the Public Libraries in Delaware County, Pennsylvania,* prepared by The Drexel Institute of Technology-Pennsylvania State Library Project (1962?), 57 pp.

Shearouse, Henry G., *A Plan for the Development of Library Services in Delaware County, Pennsylvania* (Albany, N. Y.: 1963), 23 pp.

For Montgomery County:

American Association of University Women, *A Survey of the Public Libraries in Montgomery County, Pennsylvania,* prepared by The Drexel Institute of Technology-Pennsylvania State Library Project (1963), 59 pp.

No published report on Bucks County is available. However, Emerson Greenaway, Director, Free Library of Philadelphia, made an informal survey of library services and endorsed the concept of a county-wide program.[2]

The Free Library of Philadelphia was designated by the State Librarian as one of the 30 District Library Centers by the authority granted to him in *The Library Code* (Section 211) and as a result of *A Study and Recommendations of Library Districts for Pennsylvania,* by Kenneth E. Beasley and Carl E. Robinson, published in 1962.[3]

On the following pages data are presented concerning the Philadelphia District Library Center, primarily the services offered, and the District libraries, reflecting facts about them and views expressed by them.

The District Library Center

The Free Library of Philadelphia serves both as a Regional Library Resource Center (*The Library Code,* Section 209) and as a District Library Center. While the responsibilities are separate and distinct, it can be assumed that simultaneous implementation of both have accentuated the pivotal position of the Free Library. In this report, however, only the services which it performs as a District Center Library are to be considered.

In accepting the duties prescribed generally in *The Library Code,* Section 102 (3), the Free Library sought the views of the local libraries within the newly designated District regarding their desire to participate. Of the 45 libraries in the District at that time, 37 expressed an interest. In spite of delays caused by fiscal and civil service procedures in 1963, the Center reported that it had:

1. Increased funds for adult reference and subject collections by $17,856.
2. Inaugurated reference and information services as of May.
3. Inaugurated collect telephone service for all members.
4. Distributed special interlibrary loan forms as of September.
5. Distributed copies of rules for interlibrary loan and reference services.
6. Invited member libraries to a Spring Book Review meeting.
7. Invited member libraries to utilize the New Book Room.
8. Distributed book lists on such subjects as "The Short Story."
9. Invited member libraries to attend regular in-service training provided by the Free Library.
10. Distributed copies of the *Catalog of Books* of the Free Library.[4]

In addition to the array of services which had been made available, the Center identified five additional services to be considered for the future; among them was *cooperative processing and purchasing.*

In 1964 a Coordinator of District Library Services, Donald A. Riechmann, was appointed. Since that date relationships with member libraries have been strengthened through the individualized services offered and through the increasing local knowledge of the potentials of the State Plan envisioned in *The Library Code.* The Coordinator noted in his *Annual Report* of 1965 that:

> Evidence of this development was most obvious in new plans underway or being developed, trained personnel employed, increased local financial support, requests for assistance in improving local libraries and their operations, as well as the very evident increase in use of District Services.[5]

Among the activities emanating from the Center have been:

1. Assisting in improving book collections through
   a. Weeding.
   b. Making general and specific recommendations.
   c. Compiling book lists.
   d. Planning book discussion meetings.
   e. Preparing periodic and annotated lists of titles selected from books in the New Book Room.
2. Providing circulating loan collections to local libraries on a rotating basis.
3. Supplying limited quantities of book lists from the Free Library.
4. Conducting, in association with the State Library, workshops on Selection and Use of Reference Materials.
5. Designing and printing of the brochure, "Open this Door," to promote District Services.[6]

The members have evidenced awareness of the services by (1) attending meetings at the Free Library, (2) using the New Book Room at the Free Library, (3) using the *Catalog of Books* and printed lists from the Free Library, (4) increasing interlibrary loans. Because of the variables in book collections, staffs, and clientele, and the freedom of action inherent in the State Plan, some member libraries participated more actively than others. For example, it was observed in 1963 that the greatest number of telephone questions had come from the strongest libraries within the District. In the 1965 report a similar observation was made:

> It would appear that in general the better the service in a local library, the more obvious its constant inadequacy to meet all demands, thus increasing the need for interlibrary loan service.[7]

The services available from the Center have been advisory and practical in the areas of administration, building plans, book selection, interlibrary loans, reference services, loan collections, and publicity. The most potentially significant has been the sharing of the *Catalog of Books* of the Free Library which may be used as a selection aid, for interlibrary loan, and as a guide in cataloging and classification. A service not available has been centralized processing. While the Center has viewed this as a possible future service, no hasty action was taken. Rather the District Library recognized that such an extension presupposed not only the "wishes" of local libraries, as stated in *The*

Library Code (Section 211), but also an acceptance of standardized policies and the creation of an office or a department requiring staff, space, and equipment.

Concerned with these implications, the District Library Center, as a result of its Advisory Committee meetings, appointed a subcommittee to draft a proposal relating to the feasibility of offering centralized processing services. The proposal, endorsed by the State Library in 1965, resulted in the present Study which reflects an adherence to the criterion of feasibility.

While the scope of the services was not pre-determined, it was decided to explore aspects of centralized services relating to book selection guidance, already available through the District Library; ordering; cataloging and classification; processing (physical preparation of materials); and the use of a book catalog.

The District Libraries

From the authoritative county surveys earlier cited, prepared for the American Association of University Women by The Drexel Institute of Technology-Pennsylvania State Library Project, the following conclusions depict the level of library development as of 1962 and 1963:

For Delaware County

The conclusions were:

Libraries are not well supported.

Libraries do not have sufficient books to supply population needs; nor is the quality of existing collections high.

Libraries are inadequately staffed.

Libraries offer a very limited range of services.[8]

For Montgomery County

The conclusions were:

Many local libraries were deficient in per capita book stock, number of periodicals received, and number of volumes added.

The number of salaried staff members (77.5) fell short of the recommended Pennsylvania minimum standards (132) by 41%.

In six municipalities local libraries were open for service fewer than 20 hours per week, the minimum number suggested by Pennsylvania standards.[9]

While available documents would re-inforce generally these conclusions, only data appropriate to the present assignment are to be considered. Since this Study is concerned with *indirect services for* the clientele, such as book selection, acquisition, cataloging and classification, and physical preparation of materials, these, rather than *direct services to* the clientele, such as reading guidance and reference services, are to be emphasized.

From Annual Reports

Data on staffs and volunteers responsible for services *to* and *for* the clientele have been extracted, when reported, from annual reports* for 37 District libraries (excluding one for Lower Merion Library Association which represented six libraries).** Twenty-four libraries had full time salaried staffs, performing professional duties.*** ranging from four to one in number. In more detail:

No. of salaried full time staff Professional duties	*No. of libraries*
4	2
3	1
2	4
1	17

Eleven of the 24 also employed part time staff performing professional duties. Eight libraries had part time staffs only, ranging in number from five to one:

No. of salaried part time staff Professional duties	*No. of libraries*
5	1
4	0
3	0
2	2
1	5

In the 32 libraries having salaried staffs for the performance of professional duties, five also had full time clerical staffs, nine had part time clerical staffs, and four had both. In detail:

No. of salaried clerical staff		*No. of libraries*
Full time	*Part time*	
4	8	1
2	7	1
2	5	1
2	0	1
1	4	1
0	16	1
0	4	3
0	3	1
0	2	3
0	1	5

Thirteen of the 38 libraries, including Lower Merion Library Association, had no volunteers. Five had no salaried staff; thus, volunteers had full responsibility for all services performed. In four of the five, volunteers numbered 20, 26, 30, and 64; the fifth reported 40 hours of volunteer work without indicating the number of individuals involved. One library simply reported that the number "fluctuated terrifically; no figures." Twenty-five libraries had volunteers, either full or part time, with 10 libraries having more than 20. Nineteen of these 25 reported that volunteers performed professional duties. Since volunteer work presupposes planning and guidance, such an excessive dependence on volunteers thus deflects time from the salaried staff performing professional duties, whether they be direct or indirect services.

---

* Dates vary: some for calendar year, 1964; some for fiscal year, 1964/65.

** Staff for Lower Merion Library Association:
Performing professional duties: 9 full time, 3 part time.
Performing clerical duties: 11 full time, 21 part time.

*** The annual report form does not state qualifications prerequisite for the performing of professional and clerical duties. It further indicates that volunteers may perform professional and clerical duties.

Book expenditures ranged from $310.00 to $10,726.00* (excluding the total for the Lower Merion Library Association). For the 35 libraries reporting, the expenditures were:

Book expenditures	*No. of libraries*	
Less than $500	4	
501- 1,000	2	
1,001- 2,000	9	
2,001- 3,000	4	
3,001- 4,000	4	
4,001- 5,000	2	
5,001- 6,000	1	
6,001 7,000	4	
7,001- 8,000	1	
8,001- 9,000	2	
9,001-10,000	0	
10,001-11,000	1	
30,001-40,000	1	(Lower Merion Library Association, representing 6 libraries)

Book acquisitions ranged from 230 to 3,530 volumes added (excluding the total for the Lower Merion Library Association). The range for the 35 libraries reporting their acquisitions was:

Acquisitions (in volumes)	*No. of libraries*	
101- 500	8	
501- 1,000	9	
1,001- 1,500	4	
1,501- 2,000	4	
2,001- 2,500	5	
2,501- 3,000	3	
3,001- 3,500	0	
3,501- 4,000	1	
13,001-13,500	1	(Lower Merion Library Association, representing 6 libraries)

It can readily be assumed that gifts continued to swell the total acquisitions since, for example, one library with book expenditures of $945.00 acquired 470 volumes. In terms of professional time, more time is required sometimes for evaluation of gifts than for the selection of new titles.

A melding of representative data from 10 libraries on staff and volunteers, book expenditures, and volumes added, graphically depicts the relation of staff to book expenditures and book selection, represented by volumes added.

	Salaried Staff						
	Prof. duties		*Cler. duties*				
Library code no.	*Full time*	*Part time*	*Full time*	*Part time*	*Volunteers*	*Book expen.*	*Volumes added*
x	4	2	0	2	0	$4,668	1,612
18	3	8	0	0	0	10,726	2,989
12	2	1	4	8	0	8,265	2,328
27	1	1	0	16	8	4,665	1,666
11	1	0	2	5	0	7,968	2,363
13	1	0	0	0	94	6,916	2,508
y	0	2	0	0	4	310	230
6	0	1	0	4	15	3,035	1,500
1	0	0	0	0	64	363	600
28	0	0	0	0	26	1,439	384

While no evaluative observations can be made, it can be noted that the library with the largest staff performing professional duties has no clerical staff; thus all time for indirect services as well as for direct was regarded as professional. Library x, with the largest full time staff performing professional duties, had a smaller book budget than, for example, library 11; thus more time presumably was devoted to direct services to the reader. Both the book expenditures and the acquisition figures suggest that in the minimally staffed libraries (salaried) time for direct services must sometimes have been secondary to time for indirect services, as in libraries 11 and 13, with only one staff member performing professional duties.

Within the Libraries

A general inquiry was directed to all District libraries in November, 1965, for background information, for facts and views, and for evidence of interest in, and possible readiness for, centralized processing. The inquiry informed each that a response in no way obligated one to participate in a processing center should one be recommended. (See Appendix A for Inquiry I.) Twenty-eight or 58.3% of the 48 libraries responded, including one response representing the six libraries in the Lower Merion Library Association. One arrived too late for inclusion; therefore, only 27 responses, some partial, some complete, were analyzed.

The following brief overview of the degree of satisfaction of the libraries with aspects of their programs and of their appraisal of the adequacy of their book collections reveals current attitudes in the District.

A high degree of self-satisfaction seemingly permeates the libraries as these responses indicate:

Book Selection: Are you satisfied with your program?

yes	17
sometimes	1
yes and no	1
no	5
no answer	3

---

* Book expenditure figures rounded to nearest dollar.

Acquisitions (ordering): Are you satisfied with your procedures?

yes	21
no	5
no answer	1

Cataloging and Classification: Are you satisfied with your procedures?

yes	18
no	9

Processing (Physical Preparation): Do you think it would be helpful to have these tasks (services) done at a Processing Center?

yes	16
no	10
no answer	1

The responses to the question, "Do you feel that your book collection meets the needs of your readers?", were a corollary to that satisfaction:

most of the time	20
some of the time	6
seldom	0
always	0
no answer	1

Because of limited budgets, earlier noted, it may be assumed that both through gift books and interlibrary loans the collections are strengthened to meet those needs. Among 21 libraries the percentage of gift books ranged from 1% to 99%:

% of Collection Gift Books	*No. of libraries*
1-2	5
5	5
10	4
20	3
21-30	2
33	1
99	1

All 27 libraries indicated that their clientele had been informed of interlibrary loan services whereby local collections could be supplemented. Among the sources cited at least once were Beaver College, Drexel Institute of Technology, Pennsylvania State University, the State Library, and the University of Pennsylvania. Some titles were located through the Union Library Catalogue of Philadelphia Metropolitan Area. The most frequently cited source was the Free Library of Philadelphia which was referred to by 19 libraries. Two libraries indicated that it was with the service from the Free Library that their collections meet their readers' needs. The 1965 annual report of the District Library indicates "a dramatic statistical increase" of interlibrary loans to the District libraries in 1965 as compared to 1963 and 1964:

Year	*Interlibrary loans*
1963	354
1964	1,905
1965	4,824[10]

Also cited once were use of the New Book Room and Replacement lists of the Free Library of Philadelphia.

The responses to the question, "Have you found the book selection aids furnished through the District Library Center useful?", were:

yes	16
no	2
sometimes	9

Neither the depth nor adequacy of use was probed. It would appear that the potential value is yet to be discovered since only twelve libraries identified aids as having been useful. They were:

Aid	*No. of libraries identifying*
Replacement lists	3
Children's replacement lists	1
Subject lists	4
New titles list	1
Special lists for young adults	1
Fiction annotations	1
All lists	1
Specialized lists, "Growing Up With Books"	1
The Catalog of Books	2

One library commented, "All are helpful but a little late especially for fiction."

Among the factors preventing the use of the lists might well be their comprehensiveness since they are prepared for the Free Library of Philadelphia's book budget rather than for that of a small library. Should the District Center structure lists within the budgetary potential of the District libraries, their practical value probably would more readily be recognized. It is reassuring to note that the Coordinator of District Library Services has stated:

> The general impression . . . is that little use seems to be made of the adult weekly lists. Perhaps they are too lengthy and appear too frequently, with no annotations. . . . There is a possibility that a more selective distribution of all FLP lists would be less confusing.[11]

In the following sections further details are given on book selection, acquisitions, processing (physical preparation) of library materials, and cataloging and classification. An observation on each of these services within existing centralized processing programs introduces each section. Recommendations are made at the end of each section.

Book selection

Book selection in all processing centers is regarded as an inviolate right of the local library. In some centralized programs, therefore, no semblance of guidance is offered; in others, such as in the New York Systems and in the Wayne County Library System, Michigan, guidance is available. It may be noted that guidance may be offered not only to improve selection itself but to expedite the efficient operation of the program. Because selection guidance, when sought, is already a service of the District Library Center, the following data refer to selection, primarily the aids, in District libraries and to the services currently offered by the District Center.

The librarians indicated a familiarity with some of the most popular book selection aids. Among those noted were:

Title	*No. of libraries listing*
New York Times Book Review	18
Booklist	15
Library Journal	15
Saturday Review	10
Horn Book	8
Kirkus [Virginia Kirkus' Service]	8
Wilson Catalogs	6
Book Buyers Guide	5
Publishers Weekly	3

Among the sources cited at least once were Children's Book Center *Bulletin*, local newspaper, *Science News Letter*, *Time*, University of Scranton *Reviews*, and the *Wilson Library Bulletin*. Some answers were too general for use, such as "magazines and bibliographies," "weekly book reviews," and "any review we can find." The use of advertisements (by mail), jobbers' lists, and publishers' brochures was also cited. "Public demand" and "Subscribers' requests" were indicated by two libraries as aids.

In answer to the question, "Which *one* of the aids do you find most useful?", the following titles were cited:

Title	*No. of libraries citing*
Booklist	6
Kirkus [Virginia Kirkus' Service]	5
Library Journal	4
New York Times	4
Book Buyers Guide	1
Book Review Digest	1

Among the reasons given for not being satisfied with book selection programs were these:

Not enough time; not enough right kind of help; too many would be censors.

We almost never have an opportunity to read a book before we purchase it.

Satisfied except I need more time to work on it.

Do not feel I always make the right selection. I am not a college graduate.

Selections for young people and children are limited because of the lack of time to select properly.

It would be better to have the librarian solely responsible but with a part time librarian there is not time to do it properly.

Because we do not have funds to purchase aids.

Services from the Center would help compensate for many of these problems, for example, the series of book discussion meetings held on specific topics of interest. Yet attendance was not high. Another experimental service from the Center has been "to issue a periodical selection of titles from the books presented in the New Book Room, giving brief annotations." It is to be hoped that the meetings and the issuance of lists will continue. Another service has been that of guidance in weeding a collection. Though only one library acknowledged the services of the Coordinator in such an evaluation of her collection, other libraries have received assistance.[12]

In addition should the Center undertake an experiment similar to that undertaken by the North Country Library System, Watertown, New York, of having book selection on wheels[13]—of a bookmobile with titles for selection, review aids, and annotations—it hopefully would guide the local librarian in the challenge of selection from the proliferating book world.

A lack of awareness of or an indifference to the freedom of use of the New Book Room in The Free Library of Philadelphia can only be regarded as an impediment to a local library's magnifying the usefulness of available self-guidance. It can be expected, however, that as the District libraries become better informed about and have more confidence in the State Plan, the use of the Room and of all the District Library Center's services will increase.

Meanwhile, from the observations of book selection services being offered and from the responses of District libraries, it can be concluded that the District Library Center has not only recognized its responsibility in offering selection guidance but has demonstrated its continuing interest. It is currently offering services similar and of seemingly equal impact to those being offered by existing Systems programs and some centralized processing ,programs. While it is assumed that such services could and would continue whatever the recommendation for a centralized processing program might be, the Feasibility Study recommends, nevertheless, that the District Library Center:

1. Continue developing its current program of offering selection guidance.
2. Experiment with a program of selection by mobile unit.
3. Issue selective lists within the budgetary range of the District libraries.
4. Extend guidance to include non-book materials as selection programs broaden.

Acquisitions

Centralized ordering is a service rendered by most of the existing full processing programs, though the scope of materials ordered varies. Among the factors fostering the acceptance of centralized ordering are the possible time saved for direct services to the clientele and the discount. The following estimates of time spent in ordering and discounts received by District libraries individually suggest the possible benefits accruing from participating in such a program.

District libraries with their small book budgets allocate little time for ordering since the smaller the budget the less the time necessary for ordering. The frequency of ordering for 25 libraries varied as follows:

Frequency	*No. of libraries*
weekly	3
bi-weekly	1
monthly	17
bi-monthly	3
ten times yearly	1

Several libraries added that orders were placed when needed, for example, "monthly or when I have a list of 20 or more titles." Another added, "when special gifts or money are given."

Time spent in ordering varied from one to ten hours weekly and from three to twenty hours monthly. While these are estimates because no evidence of time studies were indicated, in the small library even the allocation of these hours to direct services to the reader, by the salaried staff, would be significant.

Several libraries identified vendors and/or publishers which they considered reliable. Though 19 were cited, twelve were mentioned once each. Thus it would appear that there is a highly individualized placement of orders. Six libraries indicated the use of a local book store usually only in emergencies because discounts were less than through vendors.

Discounts on fiction ranged from 30% to 37%, with 33⅓% being the most frequently cited. Discounts on nonfiction ranged from 10% to 35%, with 33⅓% also being the most frequently cited. (One library indicated a 75% discount for current fiction and nonfiction, not textbooks, from Tartan Book Sales.) These discounts seem to be fairly low as compared with those now offered to libraries with larger budgets and to most processing centers. While discount should not be the sole stimulus for participating in a centralized ordering program, a larger discount would be a likely result.

The District libraries order both monographs and serial publications for which some have standing orders. The number of standing orders for *periodicals* in 11 libraries were: 1, 5, 11, 15 (2 libraries), 22, 50+, 51, 77, 100, 114. In 11 libraries for *annuals:* 3 (2 libraries), 5, 7, 10 (2 libraries), 12, 17, 22, 42. In 8 libraries for *books in series:* 4 (3 libraries), 5 (2 libraries), 10 (2 libraries), 17. Some answers were too general to include; some did not keep records. This is seemingly an area in which selection guidance and ordering procedures might be particularly informative.

While 25 of 27 libraries expressed satisfaction with their ordering, some reasons offered for not being satisfied were these:

> There must be a more business like way of ordering that would eliminate some duplicate work. We have to rely on volunteer work which is inclined to be spasmodic.
>
> Think it could be improved. Mainly . . . a larger budget. Same internal problem exists here as with book selection—the work is divided among volunteers.

The necessity of transferring ordering responsibilities to a volunteer staff should in itself be an incentive for seeking a solution through some form of centralization. Meanwhile, a willingness to explore centralized processing has been expressed by seventeen of the District libraries. Responses to the following questions do suggest, however, that further discussion is necessary:

Would you be willing to:

	yes	*no*	*no answer*
a. Transfer order responsibilities to the Center (This does not include book selection)	13	2	2
b. Accept discounts as offered through the Center	15	1	1
c. Allocate a % of your total budget for ordering books through the Center	14	2	1
d. Accept uniform ordering procedures	15	1	1
e. Work out a program for payment			
(1) Through deposits at Center	5	3	9
(2) Within each library	7	1	9
f. Help synchronize orders of the same title when possible through use of similar selection aids	11	3	3

The Feasibility Study recommends, therefore, that the District Library Center be authorized to:

1. Include centralized ordering in its District program.
2. Order all materials, both monographs and serials, for District libraries.
3. Coordinate selection guidance and ordering by issuing lists with deadline order dates.
4. Complete ordering procedures for any title ordered any time.
5. Formulate and require adherence to uniform ordering procedures.
6. Make arrangements for payment in a manner most advantageous to the District libraries.
7. Extend program to include ordering of non-book materials as the selection program broadens.

8. Establish itself as an arterial unit of the proposed Cataloging and Classification Center and keep the Center informed of District acquisitional activity and of the cataloging needs of the District.*

Processing (Physical preparation)

The physical preparation of library materials is a part of the total services offered by many processing centers. While the service itself is one that can be quickly routinized, it has proved to be, in some processing centers, the most contentious aspect of the entire program. The difficulty arises when libraries, long familiar with their own routines, are asked to consider and to adopt variant ones. Within the District libraries no such problem now exists. The following data reflect current individual library activities within the District and responses to possible centralization of physical preparation.

Of 27 libraries, 15 indicated that salaried employees performed the tasks relating to the physical preparation of materials; 12 indicated that friends and/or volunteers assisted. The specific tasks involved:

Checking invoices and accessioning.
Marking books with library stamp.
Covering books with plastic jackets.
Adding classification number to spine.
Typing cards, book cards, book pockets.
Typing labels.
Mending.

Estimates of time spent by salaried staff in typing catalog cards and preparatory services varied considerably. Two libraries indicated that no salaried time was thus spent. The range for 14 libraries was from four hours to forty hours; in detail:

Hours per week	*No. of libraries*
1-5	3
6-10	2
11-15	2
16-20	2
21-25	1
26-30	2
31-35	1
36-40	1

One library reported that the time was "too indefinite to estimate." Two estimated that five and six hours monthly were adequate. Estimates of time spent by friends and/or volunteers for nine libraries ranged from two to twenty hours weekly.

Despite these time consuming activities, there was uncertainty among the libraries about permitting processing tasks to be assigned to a centralized program. Among the comments were these:

If it can be done quickly enough to get the books to the public within a reasonable time.

This depends so much on cost and time that I can't say. If it could be done as fast and as cheaply—by all means—yes.

We can get the books on the shelves faster with our system.

Not fast enough; our public wants books quickly.

Our work is done efficiently and at no cost.

In our case, with small budget, not practical.

Question . . . for the Library Board . . .

However, 13 of 16 libraries indicated that they would be willing to consider the centralization of processing services and that they would be willing to make changes in some ways, such as placement of book pocket, to achieve uniformity. From one to three libraries were willing to make changes except for decisions relating to:

	No. of libraries
Book order information	2
Accession number	2
Data on book card	2
Book pocket	3
Placement of classification number	2
Cutter number	3
Book number other than Cutter	1
Identification marks	1
Other	0

From 13 to 16 libraries responded *yes* or *no* to the following questions:

Would you be willing to:	*yes*	*no*
Add data necessary in your own library but not considered essential by others?	12	1
Use a uniform system of lettering?	11	4
Use uniform supplies?	12	4

Some wavering revealed itself, however, by the comment: "Anything we do not like we can change back or ignore."

The attitudes of the District libraries thus seem little different from libraries elsewhere on the basis of evidence presented in Part II of this Study. When aware of this, the District libraries may free themselves by their own initiative from similar embedment. Future planning should not be hindered by the preservation of past routines which may be manipulated and revised. Moreover, because the ordering, receiving and processing of library materials are mutually related services in the work flow, they may be separated from the analysis of content which is characteristic of cataloging and classification.

The Feasibility Study recommends, therefore, that the District Library Center be authorized to:

1. Include the physical preparation of all library materials ordered for the District libraries.
2. Formulate routines acceptable to District libraries and subject to continuing revision.
3. Limit services to those libraries which accept the routines as endorsed.

---

* The implementation of these recommendations presupposes the prior implementation of the recommendation that a Centralized Cataloging and Classification Center be created in the eastern part of the State. See recommendation in Chapter I.

4. Establish itself as an arterial unit of the proposed Cataloging and Classification Center for the receipt of appropriate data.*

Cataloging and classification

Centralized cataloging and classification services have been offered in various guises throughout the years, for example, by the Library of Congress and The H. W. Wilson Company, by the centralized card service of the Georgia State Catalog Card Service and the Michigan State Library, by commercial firms offering full processing, and by centralized processing programs and/or centers, recently emerging, which include cataloging and classification as part of the total service. A deterrent to the success of some programs has been the reluctance of local libraries to accept cards received without making changes on them—this often despite their endorsement of policies which sometimes they had created. The changes made reflect variations generally in form, classification, and descriptive data, all highly personalized but not necessarily better decisions. The dedication of libraries to their own routines and to past decisions which were sometimes erroneous or devised for a cause no longer relevant, can be a barrier to the fulfillment of a sound centralized cataloging and classification program.

Variations now existing in cataloging and classification and the difficulties which could be encountered in codifying a common policy are illustrated by the activities as reported by the District libraries.

Of 27 libraries only two indicated that they had written cataloging and classification policies; thus it is possible that individualized variations have occurred as staff members have interpreted the past through existing records.

Few libraries buy printed cards, the responses being: *yes* 8; *no* 16; *occasionally* 1. Extremes in views were reflected by the Lower Merion Library Association which makes Xerox copies of Library of Congress cards for its member libraries and by another library whose librarian commented:

> I dislike printed cards; they are too busy. By that I mean there is too much printed on the face. I think it is confusing to the public.

Cards are bought both from the Library of Congress and The H. W. Wilson Company. There were various broad estimates as to the availability of printed cards for their collections; the range estimated was from 5% to 98%. (The lower estimates imply a possible lack of familiarity with the scope of the collection of the Library of Congress.) Six libraries stated that they accepted printed cards without change.

The estimated hours spent in cataloging for 14 libraries were:

Hours per week	*No. of libraries*
1-7	5
8-14	6
15-21	1
22-28	1
29-35	0
36-42+	1

Four libraries estimated time on a monthly basis as 5, 16, 30, and 36 hours; others commented:

> Varies enormously.
> All volunteers; no real record kept.
> Sorry I do it in such bits I am not able to estimate.

The following table, giving the number of salaried staff, volunteers, estimated time in hours spent per week in cataloging and classification, annual acquisitions, and the hours of opening per week delineates more graphically the scheduling for cataloging and classification in ten libraries:[14]

Staff					*Est. hours per week*	*Annual acquisitions*	*Hours opened per week**	
Prof. duties		*Cler. duties*						
Full time	*Part time*	*Full time*	*Part time*	*Volunteers*			*W*	*S*
2	0	0	0	2	1	446	16	12
1	0	0	0	94	7½	2,508	32½	30
2	1	0	0	13+	10	2,283	36½	27
0	1	0	0	22	14	714	20	12
1	0	2	5	0	21	2,363	46½	46½
1	0	0	0	7	25	2,287	0	22
2	1	4	8	0	27	2,328	58	55
1	3	2	7	25	40+	2,846	37½	31½
0	1	0	4	2	no estimate	696	28	25
0	0	0	0	64	all volunteers	600	9½	0

* W = Winter; S = Summer. Salaried staff in some libraries worked more hours per week than is indicated by the hours opened per week.

The irrelevance of time to annual acquisitions is readily apparent; even more, the relation of the number of staff performing professional duties to time. For example, one library, with one salaried staff member, performing professional duties in addition to directing the work of 94 volunteers, cataloged more volumes (if it can be assumed that each volume acquired was cataloged) in less time than five other libraries. In one instance, the time was less than one-fourth that of a library with two full time and one part time salaried staff members. For this Study, no evaluation was made of time thus spent, of the quality of cataloging, or of the reasons for variations in procedures.

If it is assumed that most libraries recognize cataloging and classification decision making, but not typing cards, as a professional responsibility, in at least seven of the ten libraries, the time allocated to direct service to the clientele was lessened by from one day to more than five days per week. In a few of the libraries it is possible that some cataloging and classification was done while the library was closed.

---

* The implementation of these recommendations presupposes the prior implementation of the recommendation that a Centralized Cataloging and Classification Center be created in the eastern part of the State. See recommendation in Chapter I.

Time estimates varied from 15 minutes to two weeks in response to the question:

> How long does it generally take, omitting best sellers and books in immediate demand, to make a book available to the public after it reaches the library?

One library reported: "From 3 days to a month depending on backlog of work."

For guidance some of the libraries identified their use of:

	No. of libraries using
Dewey Decimal Classification	26
Cutter numbers	3[*]
Sears List of Subject Headings	16
Library of Congress Subject Headings	5

Rules for author entry varied; some libraries checked more than one of the following:

	No. of libraries using
Name as it appears on title page	15
Real name if known	11
Entry as taken from *Catalog of Books*, Free Library of Philadelphia	7
Booklist	1
Library of Congress cards	1
Publishers' Weekly	1
Standard Catalogs	1

All 27 libraries maintained a card catalog, 24 of which felt that the use of it justified the time involved in making it; three felt the time was not justified. Twenty-six of the 27 catalogs contained subject headings. Cards were filed daily by one library, weekly by 12, monthly by one, and "as time permits" by 13. Only eight of the libraries reported that they kept the *Catalog of Books* of the Free Library of Philadelphia near the card catalog for use by the readers.

Sample cards illustrating some of the variations that can occur even though the libraries tend to use the same authorities in making decisions appear in Chapter IV.

As earlier noted, 18 of the 27 libraries responding to Inquiry I indicated that they were satisfied with their cataloging and classification procedures. Nine expressed some dissatisfaction; among the reasons given were these:

Have very little time available and am always looking for short cuts.

Chiefly because in a library as small as this, I must answer the phone, do reference work, and work at the circulation desk at the same time I am cataloging.

Cataloging gives only limited amount of information; classification is too broad.

Would prefer printed cards and am investigating cost and feasibility.

Too much time spent on these processes.

Our librarians without training.

[Satisfied] except wish we did not have to depend on volunteer help.

The responses to an inquiry about their willingness to consider a uniform policy for cataloging and classification throughout the District were:

yes	17
no	1
if feasible with our system	1
no answer	8

One library added, however, "We can always change classification numbers."

Within the milieu of the District libraries which emerges from an analysis of annual reports, Inquiry I, and the current services of the District Library Center, it is the conclusion of the Feasibility Study that further improvement of services does not lie in the offering of centralized cataloging and classification by the Center. It is suggested rather that the District libraries purposefully extend their concept of service beyond their own book collections and take full advantage of the resources available to them through the District Library Center. For such an approach a local card catalog becomes increasingly provincial in subject value when representing only a part of the resources available in a particular area.

The Feasibility Study recommends, therefore, that each interested District library experiment with the existing *Catalog of Books* of the Free Library of Philadelphia:

1. To test its use as
    a. An index to the local collection, by author, title, and subject.
    b. An index to an expanding universe of resources available through interlibrary loan.
    c. A guide to selection in the development of the local book collection.
2. To furnish data on exclusion of titles in local libraries.
3. To demonstrate to local libraries in other districts the use of a book catalog which, without plan, already incorporates a large percent of the local book collection.

The Study further recommends that the experiment be directed by the Coordinator of District Library Services.

This recommendation is made despite the fact that only four libraries of the 18 responding to the question indicated a willingness to "accept a book catalog containing your holdings rather than to continue to maintain a card catalog."

Further supporting evidence for the experiment is presented in the following chapter.

---

[*] Fuller information given in response to Inquiry III.

FOOTNOTES

1. Rineer, Hunter A., Jr., *Lower Merion Library Association Development Since 1961* (1965?), 7 pp. (Mimeographed.)
2. Pennsylvania State Library, Library Development Division, *Library Services Act in Pennsylvania, 1962-1963* (Harrisburg: 1963), p. 14; Letter from Mrs. Meredith R. Smith, Executive Director, Bucks County Free Library, Doylestown, June 16, 1966.
3. Beasley, Kenneth E. and Robinson, Carl E., *A Study and Recommendations of Library Districts for Pennsylvania* (University Park: Pennsylvania State University, Institute of Public Administration, 1962), 85 pp.
4. Free Library of Philadelphia, "Report of District Library Center Services, 1962-63," 3 pp.
5. Free Library of Philadelphia, "Philadelphia District Library Services, Annual Report, 1965," p. 1. (Mimeographed.)
6. *Ibid.*, pp. 1-14.
7. *Ibid.*, p. 6.
8. American Association of University Women, *A Survey of the Public Libraries in Delaware County, Pennsylvania,* prepared by The Drexel Institute of Technology-Pennsylvania State Library Project (1962), pp. 30-33.
9. American Library Association, *A Survey of the Public Libraries in Montgomery County, Pennsylvania,* prepared by The Drexel Institute of Technology-Pennsylvania State Library Project (1963), p. 57.
10. Free Library of Philadelphia, "Philadelphia District Library Services, Annual Report, 1965," p. 6.
11. *Ibid.*, pp. 5-6.
12. *Ibid.*, pp. 2, 4.
13. McFerran, Warren, "Book Selection on Wheels," *The Bookmark* (March 1965), pp. 209-211. (Reprint.)
14. Data from annual reports and Inquiry I.

CHAPTER IV

TOWARD A BOOK CATALOG FOR THE PHILADELPHIA DISTRICT

A book catalog now exists in the Philadelphia District which represents the collections of the Free Library of Philadelphia other than for those in the Central Library. Its development coincided with that of the Regional Plan which envisioned libraries in the five major areas of the City. Each was to be comparable in collections, with an initial total of 100,000 volumes, and in service to a library serving a population of 400,000. Originally, the continuing use of the card catalog had been presupposed but the anticipated duplication of the collections and further planning led to a preference for the book catalog. By 1963, both the basic book catalog representing the initial collection for a regional library and the Northeast Regional Library appeared and both have continued to flourish.[1]

The *Catalog of Books* now represents the collections of the Extension Division which consists of 39 branches, 1 regional library, 3 bookmobiles, and 232 deposit stations. Two catalogs are issued:

Catalog of Books for Adults and Young Adults
Catalog of Books for Children

The plan of publication is: (1) monthly cumulative lists of newly added titles for adults and young adults; (2) bi-monthly lists of newly added titles for children; (3) periodic revision of the entire basic catalog incorporating all additions and withdrawals of the previous months.[2]

With the popular acceptance and use of the book catalog format by the public, the apprehension expressed by some staff members has been dissipated. Though continuing dialogue on the book and card catalog format may be anticipated, the effective use of the book catalog seems undisputed in the Free Library of Philadelphia.

The sharing of the book catalogs with the District libraries, as earlier noted, is another demonstration of the services offered by the Free Library as a District Center. Some evidence of its use by the libraries appear in Chapter II; for example, seven cited its value as an aid in cataloging, two as a book selection guide, and eight reported that they kept the book catalogs near their card catalogs for possible joint consultation. The increase in interlibrary loan service reflects in part its availability, since, in 1965, all but eight of the libraries borrowed from the Free Library.[3] The potential impact of the total usefulness of the book catalogs, however, seems yet to be realized by the District libraries.

The Feasibility Study has attempted, therefore, because of the fortuitous availability of the book catalogs, to explore their further usefulness to the District libraries as an index of their holdings. In making the study, it was necessary first to obtain a list of titles from the libraries and, secondly, to check the inclusion of those titles in the book catalogs. Additional data on author entry, classification, and Cuttering revealed variations between the decisions of the libraries and those of the Free Library.

Titles from District Libraries

Inquiry I

An invitation was issued to 28 District libraries to submit a list of 25 titles (including fiction and nonficton) *purchased* during 1965. The titles were to be limited to those copyrighted in 1965 and were to reflect, on the basis of the librarian's knowledge, titles which seemed to be of value to the collection or which were popular with their readers. (See Inquiry II, Appendix A.) The invitation was addressed only to the 28 respondents to Inquiry I because of their manifested interest in the Feasibility Study. Of the 28 libraries, 22 or 78.5%, responded. Titles from only 19 libraries were analyzed, however, since two lists arrived too late for inclusion and one did not identify titles.

Had each of the 19 libraries suggested 25 unique titles, the total would have been 475, but, because of duplication (and inclusion of only 24 titles by one library), the number was 257 or 54% of the possible total. Such a percentage implies a high degree of similarity in the selection of the respondents. The duplication confirms the existence of homogeneous views based either on evaluation or on popularity of title, for of the 96 fiction titles, 34 or 35.4% were cited two or more times; of the 161 nonfiction titles, 38 or 23% were cited two or more times. Of the titles cited only once, 62 or 54.6% were fiction, 123 or 76.4% were nonfiction. The titles included books for children, young adults, and adults, though most of them were for adults.

Thirty-seven or 69.8% of the 53 libraries (including the six libraries in Lower Merion Library Association) responded. Only 36 responses were used, however, since one arrived too late for inclusion. (See Appendix A for a copy of Inquiry III indicating the number of libraries holding each of the titles.) Of the 256 titles:

All titles were held by at least one library.

One fiction title was held by all 36 libraries responding:

Stewart, Mary. *Airs Above the Ground.*

One nonfiction title was held by 34 libraries responding:

Capote, Truman. *In Cold Blood.*

The range of title holdings were (1) for fiction: 84 to 17 out of 95 titles; (2) for nonfiction: 109 to 6 out of 161 titles. The total range for fiction and nonfiction titles was 190 to 26 out of 256 titles. The following table indicates the total holdings, arranged in descending order, of the 36 libraries.

The frequency of citation of fiction and nonfiction titles by the 19 libraries ranged from 2 to 14 as follows:

Frequency of citation	*Fiction titles*	*Nonfiction titles*
2	12	16
3	8	9
4	1	2
5	5	2
6	3	3
7	2	2
8	1	1
9	1	0
10	0	1
11	0	1
12	0	1
13	0	0
14	1	0

Total Title Holdings of 36 Philadelphia District Libraries of 256 Titles

Library code no.	*Titles held* no.	*Titles held* %
11	190	74.2
13	190	74.2
30	181	70.7
27	176	68.4
2	171	66.7
18	170	66.4
26	167	65.2
6	159	62.1
22	159	62.1
31L	147	57.4
5	133	51.9
8	133	51.9
12	129	50.3
19	125	48.8
3	118	46.1
31B	116	45.3
16	114	44.5
21	108	42.0
29	107	41.8
31G	101	39.4
25	100	39.1
20	98	38.3
31A	97	37.8
24	92	35.2
31P	87	33.9
14	85	33.2
17	85	33.2
31C	71	27.7
7	69	26.9
23	46	17.9
4	39	15.3
9	39	15.3
1	35	13.7
28	33	12.9
15	28	10.9
10	26	10.2

The titles cited 9 or more times were:

Fiction	
9	Stone, Irving. *Those Who Love.*
14	Michener, James A. *The Source.*
Nonfiction	
10	Montgomery, Ruth. *A Gift of Prophecy.*
11	Collins, Larry. *Is Paris Burning?*
12	Schlesinger, Arthur M. *A Thousand Days.*

Inquiry II: The composite list

A composite list, including 95 fiction titles (one title was accidentally omitted), and 161 nonfiction titles, a total of 256, was distributed to all the District libraries. The list included brief entries, brief titles (some of which were not copyrighted in 1965 but presumably purchased in that year), and *Dewey Decimal Classification* numbers. (See Inquiry III, Appendix A.)

From the total title holdings it can be seen that:

No library had more than 74.2% of the titles.

13 libraries had from 50.3% to 74.2% of the titles.

29 libraries had more than 25% of the titles with the range being from 26.9% to 74.2%.

7 libraries had less than 25% of the titles, the lower range being from 17.9% to 10.2%.

Twenty or 55.6% of the 36 libraries had more than 100 of the 256 titles; 16 or 44% had 100 or less of the total. Further analysis reveals (1) that 21 or 58%

of the 36 libraries had more than 45 of the 95 fiction titles; (2) that 17 or 47% had more than 60 of the 161 nonfiction titles.

Eleven or 11.5% of the fiction titles were held by 30 or more of the 36 libraries, as the following table indicates:

Inquiry III Title no.	*No. of libraries holding*
81	36
58	35
82	35
48	34
34	33
43	32
62	32
61	31
35	30
56	30
76	30

Twenty-two or 12.6% of the nonfiction titles were held by 25 or more of the 36 libraries:

Inquiry III Title no.	*No. of libraries holding*
28	34
34	32
63	32
158	32
160	32
109	31
155	30
82	29
100	29
29	28
67	28
99	28
125	28
134	28
144	28
10	27
95	27
154	27
6	25
78	25
123	25
161	25

The frequency of citation for all titles ranged from 36 to 3 for fiction titles and from 34 to 1 for nonfiction titles. See Appendix A for "Frequency of Citation by 36 District Libraries of the 95 Fiction Titles on Inquiry III," and "Frequency of Citation by 36 District Libraries of the 191 Nonfiction Titles on Inquiry III."

Representation of Titles in the Catalog of Books

Of the 256 titles, 242 or 94.5% of the titles were included in the *Catalog of Books*. Fourteen titles, 7 fiction, 7 nonfiction, were not cited. Of these, one was in the Central Library only, McCord, William, *Mississippi: the Long Hot Summer*. Representation of the 256 titles follow:

Titles	*Included in FLP Catalog of Books*		*Not included in FLP Catalog of Books*		*Total*	
	no.	*%*	*no.*	*%*	*no.*	*%*
Nonfiction . .	88	92.6	7	7.4	95	100
Fiction	154	93.9	7	6.1	161	100
	242		14		256	

The number of District libraries holding the 14 titles not in the *Catalog of Books* ranged from 18 to 1:

No. of libraries holding titles	*Inquiry III title no.*		*Author*	*Title*
	F	*NF*		
18	29		Geisel	*Fox in Socks.*
	70		O'Malley	*Emergency in the Pyrenees.*
13	28		Gaskin	*File on Devlin.*
11	27		Gardner	*Case of the Troubled Trustee.*
9	30		George	*My Side of the Mountain.*[*]
		142	Terrell	*U. S. Department of Justice.*
8	54		McShane	*The Girl Nobody Knows.*
6	57		Mercer	*Beyond Bojador.*
		94	McCord	*Mississippi: the Long Hot Summer.* (In FLP Central Library)
4		110	Page	*The Day Khrushchev Fell.*
3		21	Breuil	*Men of the Old Stone Age.*
		74	Horan	*Judo for Women.*
2		107	Newlon	*The Fighting Douglas MacArthur.*
1		68	Heer	*After Nuclear Attack.*

The study thus made offers striking evidence that the *Catalog of Books* even now could serve as an index to an extraordinarily high percentage of the collections of the District libraries. Through the experiment proposed in Chapter III, more precise data can be secured as to other titles not included. Such an experiment would provide an opportunity for an evaluation of titles not cited and for consideration of a supplementary volume to include those titles or for their inclusion ultimately in a periodic revision of the basic volumes were the scope to be revised. Should the experiment be extended to other Districts, similar evaluations and considerations could be made.

VARIATIONS IN CATALOGING AND CLASSIFICATION

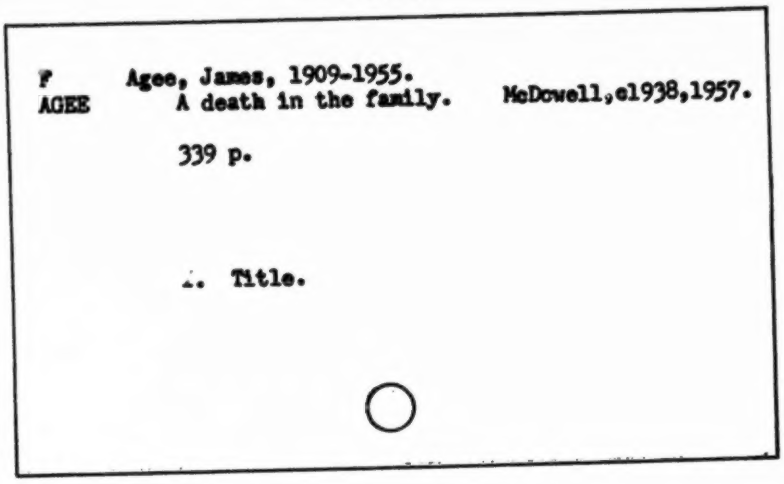
Descriptive and Subject Cataloging

The following catalog cards selected from those supplied by several District libraries in response to Inquiry I and cards for the same titles from the Free Library of Philadelphia illustrate the differences in cataloging now existing in the District libraries and the Free Library. District cards are at the left; FLP cards at the right.

---

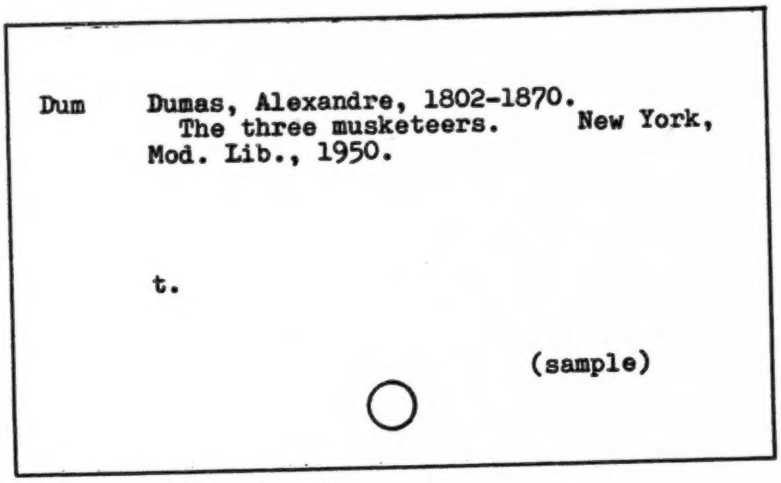
[*] This title has been ordered by FLP and is to be included in the *Catalog of Books*.

Fiction



F AGEE
Agee, James, 1909-1955.
A death in the family. McDowell,c1938,1957.
339 p.

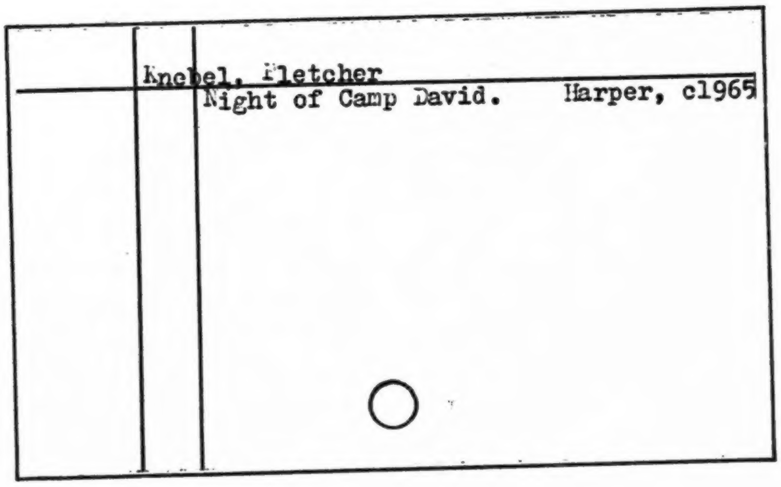
I. Title.



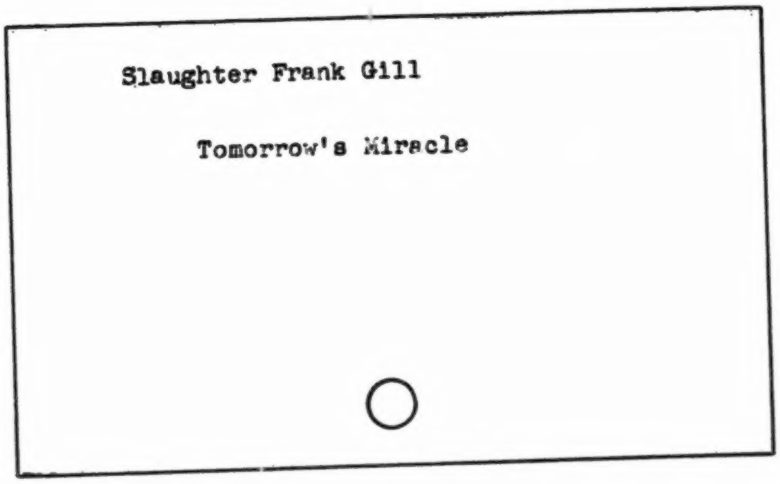
Dum
Dumas, Alexandre, 1802-1870.
The three musketeers. New York, Mod. Lib., 1950.

t.

(sample)



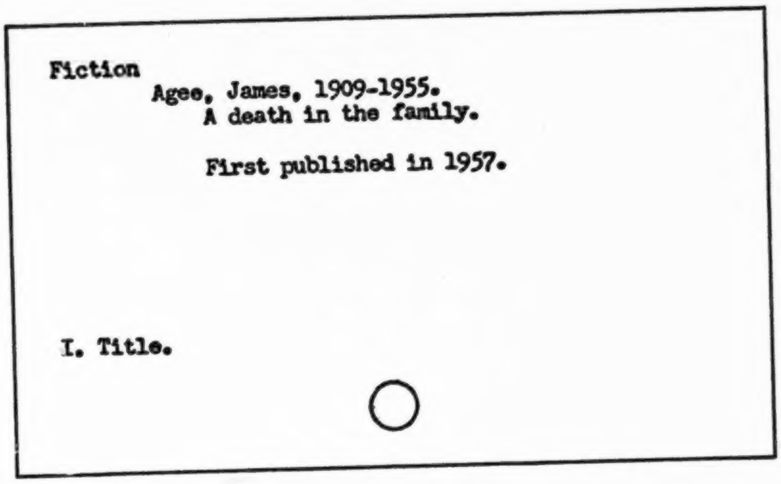
Knebel, Fletcher
Night of Camp David. Harper, c1965



Slaughter Frank Gill

Tomorrow's Miracle

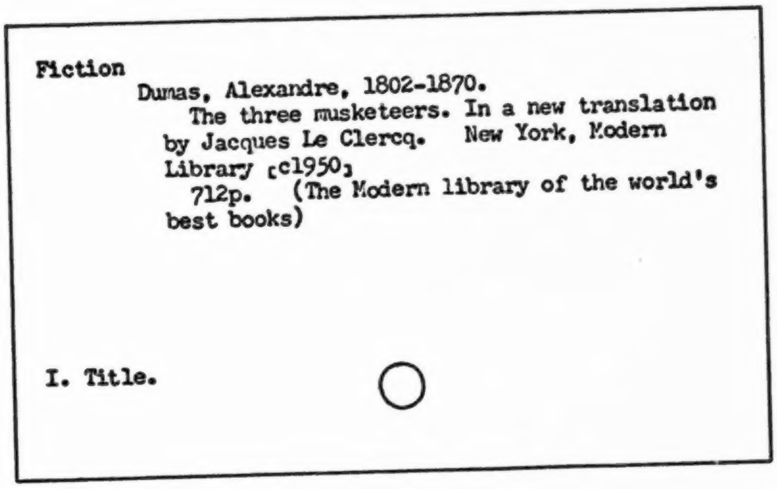
Fiction



Fiction
Agee, James, 1909-1955.
A death in the family.

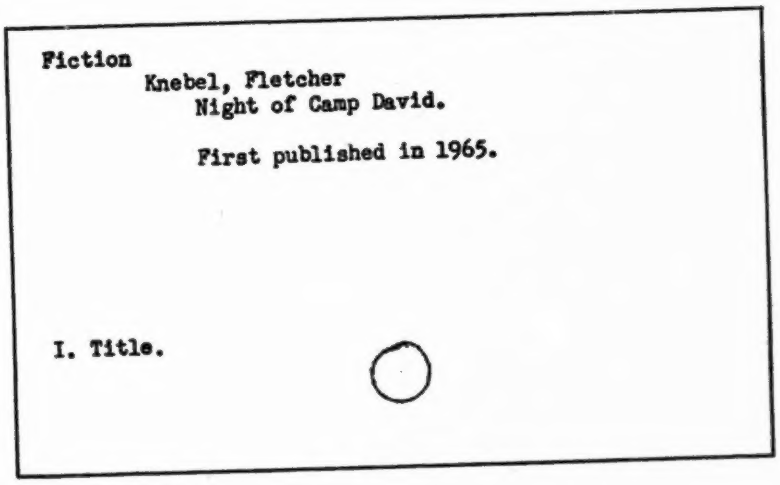
First published in 1957.

I. Title.



Fiction
Dumas, Alexandre, 1802-1870.
The three musketeers. In a new translation by Jacques Le Clercq. New York, Modern Library [c1950]
712p. (The Modern library of the world's best books)

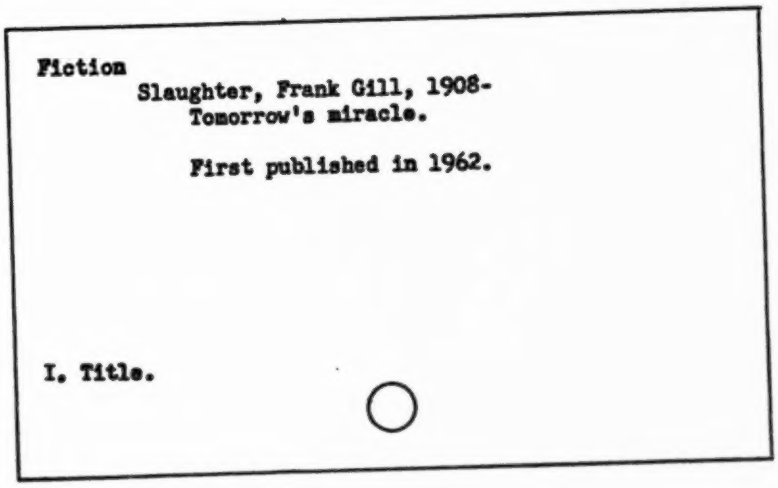
I. Title.



Fiction
Knebel, Fletcher
Night of Camp David.

First published in 1965.

I. Title.



Fiction
Slaughter, Frank Gill, 1908-
Tomorrow's miracle.

First published in 1962.

I. Title.

Nonfiction

944.082 Flanner, Janice, 1882-1964.
Fla Paris journal, 1944-1956. Ed. by William Shawn. [1st ed.] Atheneum, 1965.

1. Paris--Hist.--1944- I. Shawn, William, ed. II. Title.

○

331
Rey Reynolds, Lloyd G.

Labor Economics and Labor Relations

Prentice-Hall

16247 - 1964 - pub.
568p

○

---

973 Sarles, Frank B. Jr.
Sar Colonials and patriots; historic places commemorating our forebears 1700-1783, by Frank B. Sarles Jr. and Charles E. Shedd. U.S. Dept. of the Interior 1964
286p illus (v.6 - The National Survey of Historic sites and buildings)

○

917.481 Tatum, George B.
Penn's great town. U. Penna. Pa.
c1961

○

Nonfiction

944.082 Flanner, Janet, 1892-
F614p Paris journal, 1944-1965 [by] Janet Flanner (Genêt) Edited by William Shawn. New York, Atheneum [c1965]
615p.

Selected from her series of letters first published in the New Yorker magazine.

1. Paris - Hist. 2. France - Pol. & govt. - 1945- 3. Paris - Intellectual life.
I. Title.

○

---

331 Reynolds, Lloyd George, 1910-
R335l3 Labor economics and labor relations. 3d ed. Englewood Cliffs, N.J., Prentice-Hall [c1959]
568p. illus.

1. Labor economics. 2. Industrial relations.

○

917.3 Sarles, Frank B
Sa73c Colonials and patriots; historic places commemorating our forebears, 1700-1783, by Frank B. Sarles, Jr., and Charles E. Shedd. Edited by John Porter Bloom and Robert M. Utley. Washington, U.S. Dept. of the Interior, National Park Service, 1964.
286p. illus. (The National survey of historic sites and buildings, v.6)

1. U.S. - Historic houses, etc. I. Title.

○

720.9748
T189p Tatum, George B
Penn's great town; 250 years of Philadelphia architecture illustrated in prints and drawings. Foreword by Theo. B. White. [Sponsors]: The Philadelphia Art Alliance and the College of Fellows of the American Institute of Architects. Philadelphia, University of Pennsylvania Press [c1961]
352p. plates.

Bibliography: p.337-340.

1. Architecture - Philadelphia - Hist.
2. Philadelphia - Historic houses, etc.
I. Title.

○

The thoroughness and superiority of the cataloging of the Free Library of Philadelphia, especially for nonfiction titles, is self-evident. The tendency, as illustrated by some of the cards, of libraries to limit descriptive and subject analyses of titles because of the smallness of their collections or because of their interpretations of readers' needs, has long prevailed. The argument for such practice can be given little credibility in view of the present economic, educational, and social structure of American life and in view of the implication of the Pennsylvania State-wide Plan. The existence of such variations does not pose an insoluble problem. Should any action, therefore, be initiated concerning a common policy for the District libraries or for many Districts in the State, it should be directed toward the acceptance of the rules endorsed by the American Library Association.

Sample entries from the Catalog of Books

The following sample entries represent the recording of data in the *Catalog of Books* which includes author, title, and subject entries and name and subject *see* references. Tracings for each main entry and *see also* references are omitted.

914.3 Eich, Hermann
E122u The unloved Germans. Translated from the
German by Michael Glenny. Stein and Day
[c1965]
255p. illus.

Translation of Die unheimlichen Deutschen.

Einstein, Charles
B Mays, Willie, 1931-
M455a5 My life in and out of baseball, as told
to Charles Einstein. Dutton [c1966]
320p. illus.

225.2 Elder, E
Eℓ22n New English Bible, New Testament: concordance. Compiled by E. Elder. Grand
Rapids, Zondervan Pub. House [c1964]
401p.

"A concordance of words not in, or not
in the same verses as the Authorised version. A supplement to existing concordances
of other versions."

ELECTRICITY, STATIC
see
ELECTROSTATICS

ELECTRONIC APPARATUS AND APPLIANCES
621.38 Duarte, Salvador R
D85e Electronics assembly methods, by S.R.
Duarte [and] R.L. Duarte. New York,
McGraw-Hill [c1964]
242p. illus.

ELECTRONS
669 Cottrell, Alan Howard
C829t2 Theoretical structural metallurgy.
[2d ed.] London, Arnold [1955]
251p. illus.

Elementary curriculum.
372 Chasnoff, Robert E ed.
C387e Elementary curriculum; a book of readings.
Pitman Pub. Corp. [c1964]
656p. (Pitman education series)

The elements rage.
551 Lane, Frank Walter
L241e The elements rage. Chilton Books
[c1965]
346p. illus.

Rev. and enl. edition of work first
published in 1945.

547.1 Eliel, Ernest Ludwig, 1921-
Eℓ43s Stereochemistry of carbon compounds.
McGraw-Hill [c1962]
486p. illus. (McGraw-Hill series in
advanced chemistry)

ELIOT, THOMAS STEARNS, 1888-1965
811 Jones, Genesius
Eℓ46zj Approach to the purpose; a study of the
poetry of T.S. Eliot. Barnes & Noble
[c1964]
351p.

Author Entry

Since the District libraries were asked to indicate their variations in author entry if they differed from those used on Inquiry III, it can be assumed that there was a high degree of conformity in entry among the 36 respondents, or that all variations were not indicated. That all variations were not recorded can be seen by comparing entries on Inquiry II with those on Inquiry III; of these two may be cited: Chief executive for U. S. President and Pope, John XXIII for John XXIII, Pope.

On Inquiry III, 17 changes were made; for example, fiction title 3 was entered under Foley by 2 libraries and titles 29, 59, and 70 under pseudonyms. Five changes were noted for nonfiction titles. With the limited evidence of change, it can only be supposed that the District libraries tend to accept or to establish entries largely in conformity with the policies of the *Catalog of Books* with which the entries on Inquiry III agreed.

Classification

On Inquiry III, classification numbers were not assigned to fiction titles; however, each library was asked to indicate if it had classified fiction. Only six classification numbers were indicated by the 36 libraries whose responses were analyzed; four were for titles 5 and 6. Two libraries indicated the use of 808.83, one, 808.3, and one, the use of S.S. The fifth change, in classification of title 64, *The Golden Eagle,* by Robert Murphy, in 598.9 can only be considered an error. The sixth, classification of *The Green Berets,* by Robin Moore, in 959.7 indicated a willingness to accept fiction for fact.

For the nonfiction titles, on Inquiry III, *Dewey Decimal Classification* numbers from the *Catalog of Books* were assigned to all except titles 21, 68, 74, 94, 107, 110, 118, and 142, to which numbers from District libraries were assigned and title 41 for which the classification from Edition 17 of the *Dewey Decimal Classification* was used. For these also each library was asked to indicate if its classification varied. Of the 36 libraries, 16 or 44% made no changes; 20 or 56% indicated variations. Of the 161 nonfiction titles, 126 or 78.3% were changed at least once; 35 or 21.7% were the same.

A classification number was considered changed if it varied in any way; any number longer or shorter than that included on Inquiry III was considered a change. Variations such as the use of *J* to identify age level of interest were ignored. The frequency of changes ranged from 14 for title 67 to 1 change for 22 titles. For a detailed analysis, see Appendix A for "Frequency of Changes in Classification Numbers for Nonfiction on Inquiry III by 20 Philadelphia District Libraries."

The number of changes made by 20 libraries ranged from 75 to 1 as the following table indicates:

No. of Classification changes made	*No. of libraries making changes*
75	1
53	1
48	1
44	1
40	2
36	1
32	1
30	1
23	1
18	1
14	1
13	1
12	2
6	1
5	1
3	1
1	2

It must be noted that the library which made 75 changes acquired 107 of the nonfiction titles listed on Inquiry III. The library had a salaried staff of one performing professional duties and 94 volunteers.

The classification numbers on Inquiry III were compared to the DDC numbers on Library of Congress cards for 155 titles only since DDC numbers were not included for 6 titles. The pattern of agreement and disagreement emerged thus:

Titles classified by FPL	*Agree with DDC no. on LC card*		*Disagree with DDC no. on LC card*	
	no.	*%*	*no.*	*%*
146	41	28	105	72
Titles classified from other sources				
9	3	33⅓	6	66⅔
	44		111	

The disagreements affecting the 111 titles were of four types:

Types	*Frequency of representation*	
	no. of titles	*% of titles*
Use of "B" for biography instead of classing with subject	17	15
Difference in main class number	16	14
Difference within main class number	14	13
Difference in extension of class number beyond decimal point (Occasionally the FLP number was lengthier than the DDC number on the LC card)	64	58

A comparison of the 161 nonfiction titles, analyzed according to the ten main classes of *Dewey,* indicate the differences in main classification numbers on Inquiry III and DDC numbers on LC cards:

DDC Ten Classes	*Titles classified according to Inquiry III*	*Titles classified according to DDC on LC cards*
000	4	3
100	5	6
200	5	4
300	34	31
400	1	2
500	14	13
600	12	11
700	19	18
800	17	20
900	33	47
B	17	0
DDC no. not given	0	6
Total	161	161

There was evidence that, when FLP classification numbers did not agree with DDC numbers on Library of Congress cards, the District libraries tended to agree with the decisions of the Free Library. Of 265 classification numbers assigned to 15 titles, the numbers agreed with those of FLP 72% of the time, with DDC numbers on LC cards 8.8% of the time, and differed with both 19.2% of the time. The following examples illustrate the pattern of agreement and difference:

Inquiry III Nonfiction title no.	*No. of libraries holding and classifying*	*Agree with FLP*	*Agree with DDC on LC*	*Differ from both*
1	13	9	3	1
6	25	22	0	3
25	6	3	0	3
31	19	12	6	1
40	15	12	0	3
49	11	11	0	2
99	28	26	0	8
113	18	10	0	1
114	8	4	3	5
122	14	7	2	1
128	8	7	0	4
130	22	13	5	3
141	23	20	0	10
155	30	20	0	6
161	25	15	4	0
15	265	191	23	51

While upon analysis the variations, affecting the classification of the 105 titles in which FLP and DDC numbers on LC cards disagreed, were not so excessive as the original percentage of 72% implied, it seems imperative that, should a common classification policy be considered for the Philadelphia District (and for other Districts), impetus should be given to the acceptance not only of the current edition of the *Dewey Decimal Classification* but also of its continual revision program.

Cuttering

On Inquiry III, 36 District libraries reported their use of Cutter numbers for fiction and for nonfiction.

For fiction: 4 libraries used Cutter numbers; 32 did not. For those not using Cutter numbers, the alternatives were:

	No. of libraries
Use of first 3 letters of author's name	10
Use of first 2 letters of author's name	3
Use of first letter of author's name	5
Use nothing; arrange alphabetically by author's name	15

Twenty-three libraries used F to identify fiction titles; 13 used one of the alternatives noted in the preceding paragraph for their arrangement of fiction titles. A variety of symbols were used to distinguish fiction for adults, young adults, and children, such as use of blue tape for adults, F-YA, and F-J.

For nonfiction: 8 libraries used Cutter numbers, 26 did not, 2 libraries did not respond to the question. For those not using Cutter numbers, the alternatives were:

	No. of libraries
Use of first 3 letters of author's name	10
Use of first 2 letters of author's name	3
Use of first letter of author's name	4
Use classification number only	9

A similar variety of symbols were used to distinguish nonfiction for adults, young adults, and children, such as use of colored cards or colored tape, YA + call number, YF + class number + 3 letters of author's name.

Should a common classification policy be considered, consideration should be given to the meaning of Cuttering with the *Dewey Decimal Classification* as well as to its value as a location symbol for a specific title. The possible duplication of call numbers which might occur within the libraries already using Cutter numbers might create a vexing but not an impossible situation. As duplications were discovered, an evaluation could be made of each older title and if necessary, some adjustment could be made. If the use of traditional Cutter numbers were not endorsed, an alternative, such as the Biscoe time concept might be considered. (Within the scope of the Feasibility Study, the ultimate abandonment of classification and Cuttering within a public library with open shelf service was rejected.)

FOOTNOTES

1. Brown, Margaret C., "A Book Catalog at Work," *Library Resources and Technical Services*, VIII (Fall 1964), pp. 349-358.

2. Free Library of Philadelphia, Extension Division, *Catalog of Books for Adults and Young Adults*, Supplement A, April 1966 (Philadelphia: 1966), "Preface."

3. Free Library of Philadelphia, "Philadelphia District Library Services, Annual Report, 1965," p. 6.

CONCLUSIONS OF THE FEASIBILITY STUDY

The appraisal of the Philadelphia District libraries and of the services available, through the District Library Center, suggests that more is being made available than has been incorporated into the individual library programs. Furthermore, the profiles of libraries in Bucks, Delaware, and Montgomery counties, drawn from surveys cited earlier, offer disquieting evidence that some communities are not yet familiar with effective library service. The analysis of annual reports, available for the Study, confirms limitations of staff, budgets, collections, and the hours of service. The 1965 report of the Coordinator of District Library Services tempers the gloomy picture, however, by its perceptive viewing and appreciation of the progessively widening acceptance of the services.

The pattern of duplication of the titles on Inquiry III implies an existing conformity both in selection policies, written or unwritten, among the libraries and also in reading interests of library communities. Not only the pattern of duplication but the inclusion of a high percentage (94.5%) of titles in the *Catalog of Books* of the Free Library of Philadelphia, already being shared with the District, led to the proposal for an experiment in the usefulness and limitation of the Catalog as an index to the individual collections.

Both from the somewhat unanticipated pattern of duplication and from the inclusion of titles in the *Catalog of Books,* it may be hypothesized that libraries in other Districts would find a usefulness in a similar catalog. Were a book catalog recommended on a district or districts basis, it is evident that by integrating a collection the size of the Extension Division of the Free Library of Philadelphia, it would have represented in it, by such a collection alone, the multiple holdings of many smaller libraries. Further, the obligation of a District Library to provide "for library services with other district library centers" (*The Library Code,* Section 102, paragraph 3) would negate the need to identify individual holdings in such a book catalog but would not, of course, negate the need in each library for its own author and shelf list records.

That the amount of data on catalog cards, including classification, varies and that there is a strong preference for local procedures are not characteristics unique to the Philadelphia District libraries. While no effort was made to prove that the needs of the clientele were being met by the variations, they are more likely reflex endorsements, generally without review, of decisions made by predecessors because of expediency or of staff and/or budgetary inadequacies. Their continuation is more of a deterrent than a prerequisite to the improvement of library services, as can be observed from the samples of cards in Chapter IV. Mere reduction or re-arrangement of data does not, in itself, insure anything but an allocation of time for completion. Both superior cataloging and classification and more time for direct services *to* the clientele could be attained through the acceptance of established standards.

The emergence, meanwhile, throughout the State, of small centralized processing programs, for each of which the motivation of good is not disputed, does not offer assurance that standard policies are being pursued or attained. While the results may be some escalation of conformity on a District level, there has been no State-wide planning. It would be unfortunate should there be a proliferation of more such programs, largely duplicative in content but at costly variance in detail.

The conclusions of the Feasibility Study, therefore, are:

1. That a centralized processing center should not be created for the Philadelphia Library District alone.
2. That a coordinated plan for a State-wide centralized cataloging and classification program for public libraries should be initiated.

A series of recommendations, designed to implement the second conclusion, are to be found in Chapter I.*

---

* No recommendations have been made concerning the collections of the four Regional Library Resource Centers in Pennsylvania. Recommendations affecting the Resource Centers would have been beyond the scope of the Feasibility Study.

Part II

Centralized Processing: An Appraisal of Some Existing Programs and/or Centers

CHAPTER V

CENTRALIZED PROCESSING: TOWARD REALITY

INTRODUCTION

The literature of American librarianship frequently depicts enthusiastic endorsement of an idea or a proposal, followed later by genuine or questioning acceptance, sometimes by rejection. Among these may be included readers' advisory programs, reorganizations of the American Library Association, library surveys, library systems, and federal aid to libraries. In the technical or processing services may be noted Library of Congress card service, *Dewey Decimal Classification* (DDC) numbers on Library of Congress cards, cataloging-in-source, the Greenaway plan, and, currently, book catalogs, data processing, computerization, MARC Service (Machine-Readable Cataloging) of the Library of Congress, and *centralized processing* other than within the confines of the consolidated library. This report is concerned with the last.

Definition

The term "processing" is here used to include ordering, cataloging/classification, and physical preparation of library materials whatever the format. Centralized processing, in part or in whole, is that done by one agency either for itself and others or for others only. Some aspects of centralized processing have long been performed, notably centralized (and cooperative) cataloging which emanates from the Library of Congress and centralized (and commercial) cataloging which emanates, for example, from the H. W. Wilson Company. A full processing program within the consolidated concept has been implemented in metropolitan libraries for years. Its efficiency, superiority, and economy, if not known now, could well be demonstrated by the chaos created should each of the thirty-eight branches of the Free Library of Philadelphia suddenly assume responsibility for its own processing services.

Recent emphasis

Since the early 1950's, the term "processing" has been broadened to include libraries, which, as separate administrative units, through agreement accept the services of a central agency. Processing centers in the newer concept have emerged rapidly in the last decade, particularly since states have fostered library development through federal aid. The following studies may be profitably consulted for some insight into the growth, procedures, and views of some of the centers:

Date	
1958	Bendix, Dorothy, "Regional Processing for Public Libraries," *Library Resources & Technical Services,* II (Summer 1958), 155-170.
1961	Mahoney, Orcena, "Centralized Processing Centers," *Library Resources & Technical Services,* V (Winter 1961), 40-47.
	Mullen, Evelyn Day, "Regional Processing for Public Libraries," *Library Resources & Technical Services,* V (Winter 1961), 34-40.
1962	Bundy, Mary Lee, *Public Library Processing Centers: a Report of a Nationwide Survey* (Troy, N. Y.: 1962.)
1964	Hanley, Mary, "Centralized Processing, Recent Trends and Current Status: a Review and Synethesis of the Literature," University of Illinois Graduate School of Library Science, *Occasional Papers,* No. 71, April 1964.

Reasons for growth

The proliferation of centralized services and/or centers has been intensified, in part, by: (1) the American Library Association which states in its minimum standards for public libraries that:

> Selection of library materials must be an orderly, coordinated process.
>
> Cooperation or centralization should be sought wherever possible in organizing materials.[1]

(2) State libraries with the privilege of allocating subsidies; (3) guidance offered by the Library Extension Specialist, Library Services Branch, U. S. Office of Education; (4) availability of Library Services Act monies; (5) the public library systems program in New York; (6) the initial, descriptive reports of center activities which are rarely supplemented by critical comments after an experimental period;[2] (7) library surveyors whose studies, within similar milieus, tend to be somewhat repetitive; (8) perhaps, the elusive and continuing search for the bibliothecal nirvana.

The proliferation, with its subsequent problems, has been recognized by the creation of a Regional Processing Committee within the Resources and Technical Services Division of the American Library Association.

Recommendations for centralized processing services seem almost a *sine qua non* of library surveys. For example, in 1958, when Survey Director Lowell A. Martin envisioned district library centers for Pennsylvania, among the functions proposed for the districts were these:

> Arrangements for centralized book ordering, so that orders are pooled and maximum discounts obtained.
>
> Experimentation with centralized cataloguing to relieve the burden of duplication of this work in each small library.[3]

In the 1963 study of library services in the State of Rhode Island, John Humphry proposed that professional centralized processing service "should be provided to any library through a state library extension agency."[4] In the later 1964 analysis of the proposed Regional Library System for the San Diego Area, Joseph L. Wheeler recommended "centralized cataloging, plus printed catalogs."[5] The 1965 California survey, also directed by Lowell A. Martin, offered a proposal similar to that made for Pennsylvania:

> 1. Centralized technical operations to be set up in each library system for all public libraries
>   a. for economy of operation from the standpoint of costs
>   b. for uniformity of practices and records from the standpoint of readers.[6]

Re-evaluation

Yet even while the recommendations are being made there is evidence of discontent. In a report for the Central Massachusetts Regional Library System, Esther J. Piercy observed about centralized processing:

> Recently, librarians have begun to take another look, to wonder if this phenomenen [sic] were a necessary stepping-stone to something else or an end in itself.[7]

In appraising the libraries of North Carolina for the Governor's Commission on Library Resources in 1964, Robert B. Downs identified the State Library Processing Center as "potentially one of the most valuable of cooperative enterprises in which the public libraries of North Carolina were participating." He felt, however, that two aspects of centralized processing should be reviewed:

> First, should the central service be limited to cataloging, or would it be desirable to set up a program of complete processing—ordering, binding, if needed, cataloging, classification, and labeling—so that the book would be ready for immediate circulation. . . .
>
> Second, what size unit is best for centralized processing; e.g., a processing center covering the state, such as that now administered for public libraries by the State Library, or city, county, or regional units, as is the current practice for school libraries?[8]

Significant re-evaluations were initiated in 1965 in two states, in each of which a different supportive structure for centralized processing exists: in Missouri, the cooperative; in New York, the public library systems under the purview of the State Library.

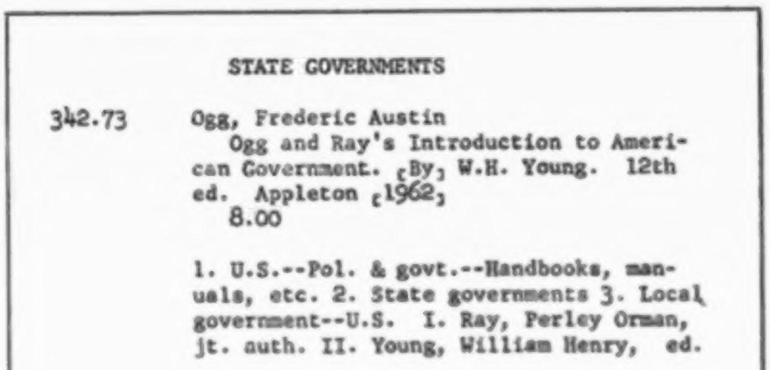
In Missouri

The first independent incorporated cooperative, not only in Missouri but, as far as is known, in the United States, was the Southwest Missouri Library Service, Inc., established in 1957 with the aid of a $4,000 grant from the Council on Library Resources, Inc. Later the Library Services Center of Missouri was established in 1960 with a grant of $15,000 made under the Library Services Act through the State Library. A brief comparison of one annual budget, number of members, services offered, annual statistics, cost to each member,[9] and sample catalog cards depicts the similarities and differences between the centers:

	Southwest Missouri Library Service, Inc.	*Library Services Center of Missouri*
Budget	$25,866.60 (1963/64)	$45,159.26 (1963)
Members	12	21
Services	Essentially a cataloging center; with partial physical processing	Ordering, cataloging, full physical processing
New titles catalogued	5,772	8,955
Volumes cat. and shipped	39,177	52,963
Non-book materials	104 (Records and filmstrips)	0
Cost for membership	Proportional according to income	75¢ plus discounted price of book

The two centers: sample catalog cards.—The sample cards herewith demonstrate not only the difference in the equipment used but of more consequence the cataloging policies which are similar though the policy of the Library Services Center may seem somewhat more bibliographically pleasing.

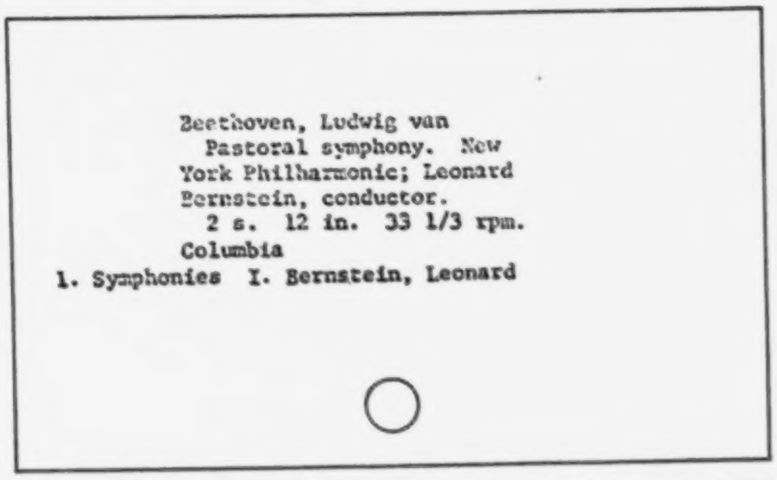
Southwest Missouri Library Service, Inc.
Sample catalog cards
Technique: Elliott Addressing Machine (Addressograph)



STATE GOVERNMENTS

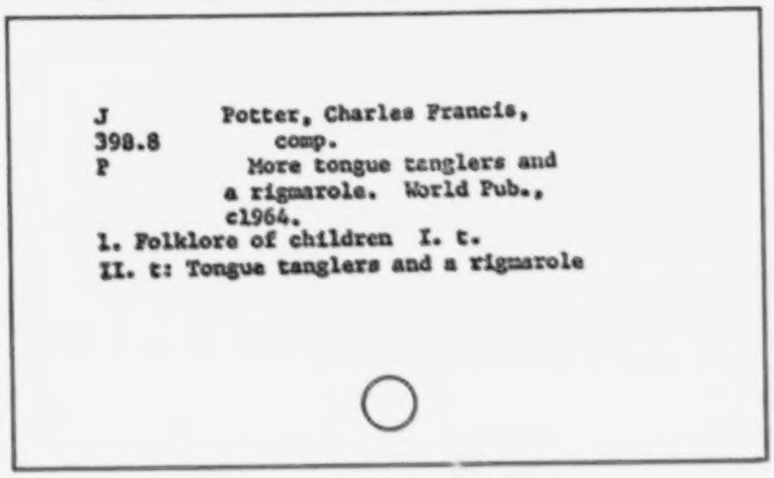
342.73 Ogg, Frederic Austin
Ogg and Ray's Introduction to American Government. [By] W.H. Young. 12th ed. Appleton [1962]
8.00

1. U.S.--Pol. & govt.--Handbooks, manuals, etc. 2. State governments 3. Local government--U.S. I. Ray, Perley Orman, jt. auth. II. Young, William Henry, ed.



Beethoven, Ludwig van
Pastoral symphony. New York Philharmonic; Leonard Bernstein, conductor.
2 s. 12 in. 33 1/3 rpm.
Columbia
1. Symphonies I. Bernstein, Leonard

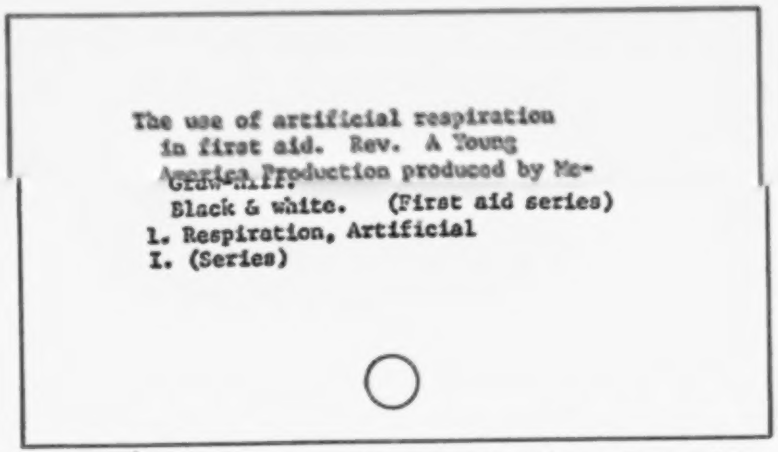
○



J
398.8
P
Potter, Charles Francis, comp.
More tongue tanglers and a rigmarole. World Pub., c1964.
1. Folklore of children I. t.
II. t: Tongue tanglers and a rigmarole

○

Library Services Center of Missouri
Sample catalog card
Technique: Multilith



The use of artificial respiration in first aid. Rev. A Young America Production produced by Mc-Graw-Hill.
Black & white. (First aid series)
1. Respiration, Artificial
I. (Series)

○

Reason for interest.—Attention has been focused on Missouri because, within three years, the State was supporting two small centers quite similar in purpose though not in scope of services. The centers, moreover, were potential competitors for members since neither acknowledged any geographical limitations. As each developed its program, the attitude of nonmembers revealed skepticism about both.

In her study of *Attitudes of Non-Members,* Mary Lee Bundy included the following question:

> Would you consider centralized processing for your library, provided you could receive the type you wish at a reasonable cost?

To the question the response from forty-nine nonmembers was:

Very interested	10%
Interested	14%
Not interested	29%
Not sure	29%
No response	18%[10]

The variables between the two centers have invited analysis as in the 1962 study by Mary Lee Bundy, *Missouri Processing Cooperatives: a Report Based on the Experience of Member Libraries.* The attitudes expressed led to such conclusions as:

> In general members of the Southwest Missouri Library Service expressed a higher degree of satisfaction throughout.
>
> The Library Service Centers' [sic] most conspicuous success has evidently been in acquisitions.[11]

However partisan or impartial the views, one could observe that three years were too short a time for experimentation with one center and that the two ensuing years far too short a time in which to weigh fairly the achievements of the old and the new.

Action in 1965.—Continuing questions and administrative changes in the State Library prompted a survey of the Library Services Center in 1965 which recommended that:

> The Boards of both processing centers and the State Librarian meet at an early date to discuss the merger of the processing centers and the State Library catalog department into a single operational unit.[12]

Immediate action by the State Library resulted in a nationwide survey addressed to processing services and in the appointment of Mrs. Orcena Mahoney Peterson as consultant. On December 12, 1965, the following recommendations were among those made in a report to the State Library:

> I. A single processing center for Missouri libraries (excluding large metropolitan libraries—Kansas City and St. Louis) [to be formalized].
>
> II. The processing center to be under administration of the State Library.[13]

The report further advised the immediate dissolution of the autonomous status of the Library Services Center and added that, after operations were improved under the State Library, "other libraries (including Southwest Missouri Library Services [sic] members should be encouraged to join."

Charles O'Halloran, State Librarian, has implemented that part of the recommendation to dissolve the autonomous structure of the Library Services Center and is giving attention to the accompanying unsolved problems. One of those unsolved problems relates to operation on too limited a budget with which the former Administrator had been long familiar. Mr. O'Halloran states that:

> As of February 1, the State Library took over the management and operation of the center here in Jefferson City. We

> assigned one of our own staff to be the manager of the center. She is not a professional librarian but is very much experienced in technical processing and does have a considerable skill at management and organization. We have been in it for such a short period of time that it is difficult for me, at the moment, to say just what we have discovered. I do think we have discovered that that particular center, for a long period of time, was operating on an extremely limited budget and, therefore, was unable to accomplish some of the things that might have been desired. In addition to that I think we discovered that certain minor adjustments in organization could achieve rather substantial improvements. We haven't yet determined any basic changes in the program or any new approaches to the old problem which we have had. We are conscious of the possibilities of new cataloging projects on the national level and their impact on us and our hope is that whatever we do can fit into new programs as they are developed. Frankly, as you can see, at the moment we are simply trying to make the present framework move faster and better and haven't yet reached the stage where we are trying to solve some of the basic and fundamental problems of the center.[14]

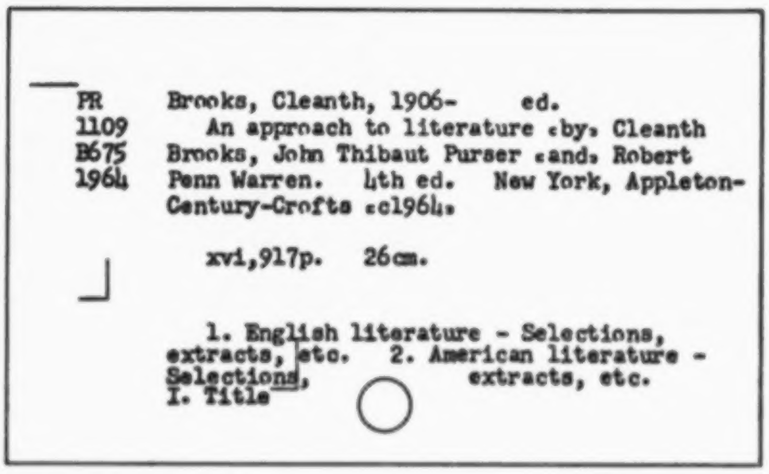
Perhaps with State subsidies the Center will thrive, for bred in penury its members were seemingly unwilling or unable to increase the $.75 charge per volume whatever the consequences.

Thus it would appear that with this Center, the cooperative, autonomous concept was vividly but briefly illuminated. Meanwhile such questions as these await probing: (1) Should a second center have been established? (2) Would the Library Services Center have been established had federal funds not been available? (3) What were the relations of the State Library to the centers throughout the period, 1957-1965? (4) Was the cooperative concept doomed because of its belated emergence at a time when libraries were contemplating systems and district structures underwritten, in large part, by federal and state aid?

In New York

In New York State where a pattern of centralized processing has been developed in a plan similar to that proposed for Pennsylvania with its District Libraries and in California with its systems, a reappraisal has recently been made which would escalate some aspects of processing from a systems to a statewide level. Libraries, long almost entirely dependent upon local tax monies and endowments, now flourish within a complex of twenty-two public library systems, consolidated, federated, or cooperative. Each library, while retaining autonomy, receives advice and assistance in areas such as budgeting, training of staff, book selection, processing and reader services, and publicity. While it can readily be assumed that the systems structure both strengthens the services and enriches the resources of the participating libraries, the systems are highly individualistic. Though there has been some amalgam of variations within each system, the conformity is self-contained but not necessarily irreconcilable, as the following sample catalog cards demonstrate:

Buffalo &
Erie County

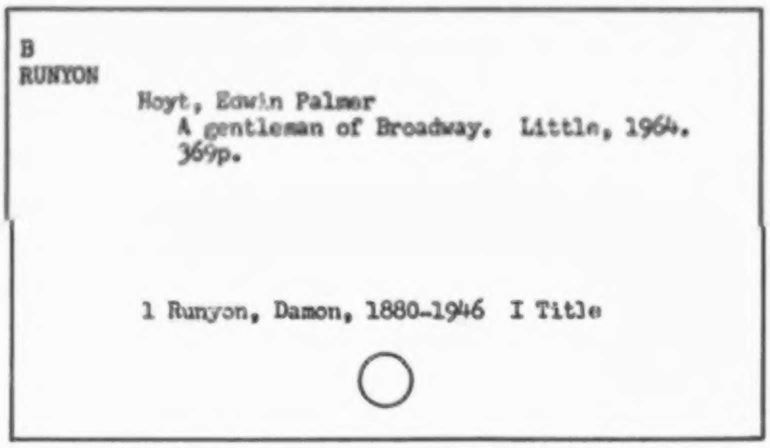


PR Brooks, Cleanth, 1906- ed.
1109 An approach to literature «by» Cleanth
B675 Brooks, John Thibaut Purser «and» Robert
1964 Penn Warren. 4th ed. New York, Appleton-
Century-Crofts «c1964»

xvi,917p. 26cm.

1. English literature - Selections,
extracts, etc. 2. American literature -
Selections, extracts, etc.
I. Title

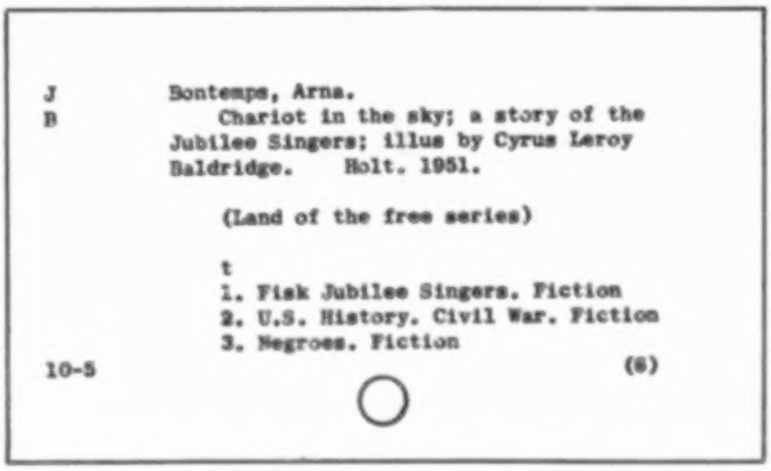
Finger Lakes System



B
RUNYON
Hoyt, Edwin Palmer
A gentleman of Broadway. Little, 1964.
369p.

1 Runyon, Damon, 1880-1946 I Title

Nioga System

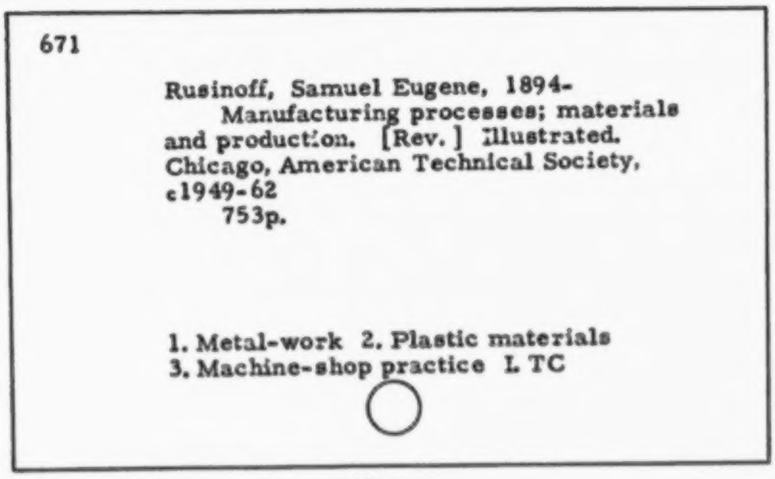


J Bontemps, Arna.
B Chariot in the sky; a story of the
Jubilee Singers; illus by Cyrus Leroy
Baldridge. Holt. 1951.

(Land of the free series)

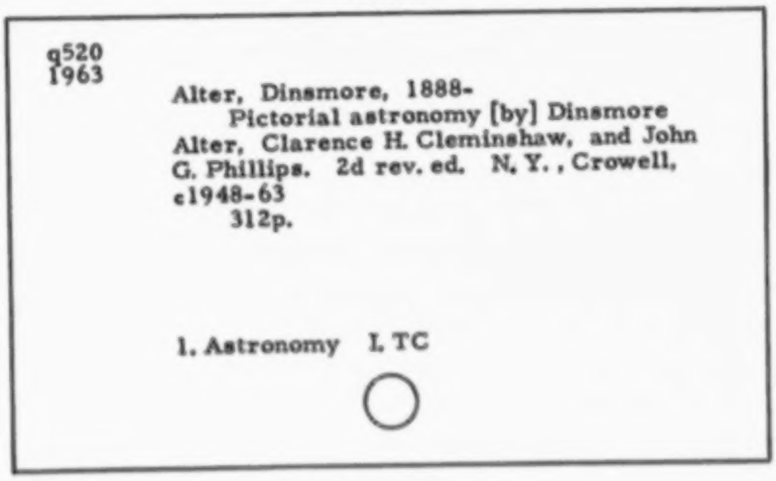
t
1. Fisk Jubilee Singers. Fiction
2. U.S. History. Civil War. Fiction
3. Negroes. Fiction
10-5 (6)

North Country
System


671
Rusinoff, Samuel Eugene, 1894-
Manufacturing processes; materials
and production. [Rev.] Illustrated.
Chicago, American Technical Society,
c1949-62
753p.

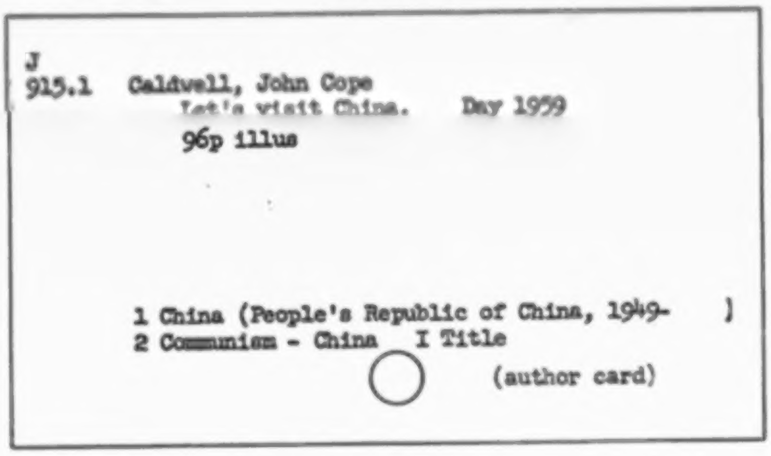
1. Metal-work 2. Plastic materials
3. Machine-shop practice I. TC

Pioneer


q520
1963
Alter, Dinsmore, 1888-
Pictorial astronomy [by] Dinsmore
Alter, Clarence H. Cleminshaw, and John
G. Phillips. 2d rev. ed. N. Y., Crowell,
c1948-63
312p.

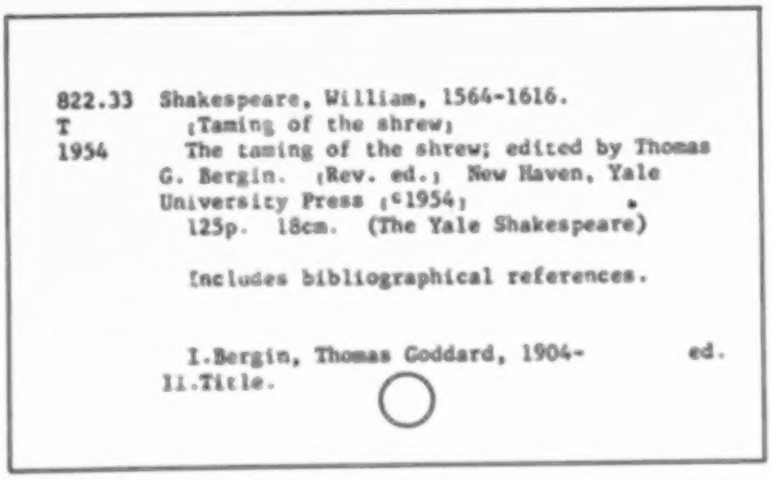
1. Astronomy I. TC

Southern
Adirondack


J
915.1 Caldwell, John Cope
Let's visit China. Day 1959
96p illus

1 China (People's Republic of China, 1949-)
2 Communism - China I Title
(author card)

Westchester


822.33 Shakespeare, William, 1564-1616.
T [Taming of the shrew]
1954 The taming of the shrew; edited by Thomas
G. Bergin. [Rev. ed.] New Haven, Yale
University Press [c1954]
125p. 18cm. (The Yale Shakespeare)

Includes bibliographical references.

I. Bergin, Thomas Goddard, 1904- ed.
II. Title.

The Systems.—The nineteen systems (exclusive of the three in New York City) present a further medley as to number of members, titles cataloged, and volumes processed as the following data illustrate:

System	*No. of members[15] in* *1963*	*1965*	*No. of titles cataloged[a]* (1964 or 1964/65)	*No. of volumes[17] processed[b]* (1964 or 1964/65)
Buffalo-Erie ..	26	25	23,013	165,588
Finger Lakes .	25	27	9,405	33,163
Mid-York	37	38	11,023	43,348
Mohawk Valley	9	10	6,604	27,985
Nassau	47	51	22,014	153,165
Nioga	18	18	39,313	44,359
North Country	69[16]	57	7,067	25,348
Pioneer	62	58	11,528	113,666
Southern Adirondack .	25	24	7,759	22,261
Suffolk	36	39	25,000 (est.)	79,195
Westchester ..	37	37	11,715	91,712

The 1965 and/or 1965/66 processing figures are likely to be much higher for many of the systems than the present ones; both Westchester and Suffolk anticipate growth beyond 100,000 in volumes processed. The Director of the Suffolk Cooperative Library System views the processing of 1,000 volumes a day as readily attainable as data processing techniques are refined.

Divergencies among the Systems.—Budgets, staffs, and administrative decisions, presenting an equally variant range as do the number of member libraries, contribute further to the profile of each system. Among the divergencies are these:[18]

1. Including processing of non-book materials.
2. Including school libraries as non-members.
3. Including services to colleges and universities.
4. Using an outside agency for preparation of a book catalog.
5. Contracting with another System for technical services.
6. Issuing book catalog to members.
7. Permitting individualism in routines.
8. Maintaining a book care program.
9. Guiding book selection through exhibits on bookmobile.
10. Using data processing.
11. De-emphasizing concurrent and duplicative ordering.

Thus it appears that standardization, desirable or not, is as elusive on a systems plan as it was on a local level. The movement from local to systems nevertheless has broadened the base of standardization by escalating the level of diversification. In general member libraries within each system appear to be satisfied with the processing services within their own systems and to be undisturbed by variations from other systems.

---

[a] Some of the figures include book and non-book materials.
[b] Some of the figures include book and non-book materials.

New York Survey, 1965-1966.—Such a disparate pattern could only invite a review of the systems structure; it has compelled the attention of the State Library which contracted with Nelson Associates, Inc., in cooperation with Theodore Stein Associates, to make an analysis of the complex program.[19] The two fundamental questions probed and the answers thereto indicate a continuing search for standardization. They are:

A. What is the optimum number of processing centers which should be operated for the public library systems of the state?
   1. For cataloging and acquisitions, one center is proposed to meet all the public library needs of the state, including those of New York City.
   2. For physical processing, three centers are proposed to meet upstate needs; for New York City, it is suggested that physical processing not be further centralized for the near future.

B. What is the best method for the development of catalogs for the member libraries of the systems?
   3. For the six or seven largest libraries in the state (Brooklyn, Queens, New York Circulation Department, Rochester, Syracuse, Buffalo, and portions of the State Library collection are specifically suggested) a union catalog in book form is proposed, marked to show the holdings of these largest libraries and designed to supplant their card catalogs. Such a catalog is also seen as a finding tool for librarians and patrons statewide.
   4. For approximately 180 of the next largest libraries in the state, nine regional catalogs in book form are proposed, each marked to show the holdings of the 20 largest libraries in the region, and designed to supplant their card catalogs.
   5. For all libraries whose holdings are not shown in the ten catalogs referred to above, it is proposed that catalog cards be produced by the statewide cataloging cen- except in [illegible] currently maintained card catalogs.

While the response to the New York State Library and the systems libraries to the proposal is awaited, there may be questions about and criticisms of the "best method for the development of catalogs" with the phasing out of card catalogs in some libraries and their retention in the type of library most likely to be ill equipped to develop a syndetic card catalog structure. Another question might relate to the actual necessity of *nine* regional catalogs with holdings indicated.

The findings of the Survey meanwhile will be of some practical value beyond the State, especially Appendix D, "Processing Systems Considerations," since elsewhere inquiries concerning the feasibility of one processing center have been made.

The Survey wisely advises:

> A period of about three years will be required for necessary system design and programming. Subsequently it is estimated that a two-year period of testing and phased implementation will be required before a smoothly operating Statewide program can be achieved.[20]

In other states

Centralized processing services, in part or in whole, are available and/or centers, variously organized, have been created in many other states, among them California, Colorado, Florida, Georgia, Hawaii, Illinois, Indiana, Kentucky, Maryland, Michigan, Minnesota, Ohio, Oregon, Wisconsin, and Wyoming.[22] Some have encountered crises which threatened their survival but most have endured. Of these, the Book Processing Center, Oak Park, Illinois, made a courageous and productive self-appraisal as a result of which it has regained its financial and service equilibrium after a near disastrous experiment.[23]

Another state which has been in upheaval is Ohio. The Library Service Center of Eastern Ohio survived despite the data of the 1964 annual report: Number of volumes processed in 1964 (54,891) was a 16½% decrease from the 1963 total; the cost per volume increased from $.705 to $.79, for an increase of 8.9%, though the standard charge per volume had remained $.75.[24] With the appointment of a new, full-time administrator as of January, 1966, the fifth since 1958, the Center insures its somewhat tenuous existence strengthened by the perserverance of its Board Members.[25]

The earlier emphasis on Missouri and New York does not imply, therefore, that other centers had solved their problems but rather that the momentous studies being made signal a need for more preliminary planning and deliberate speed in decision making. In the following chapters centralized processing programs and/or centers will be viewed in more detail as to type, membership, and activity.

FOOTNOTES

1. American Library Association, Coordinating Committee on Revision of Public Library Standards, *Public Library Service; a Guide to Evaluation, with Minimal Standards* (Chicago: American Library Association, 1956), pp. 49, 51.

That the standards themselves are under scrutiny is evidenced by the recent grant of $50,460 from the Council on Library Resources for a study to test the validity of the public library systems concept as earlier recommended in *Public Library Service*. Miss Alta Parks, president of the Public Library Association, observed that:

> There is some evidence that as systems grow, they experience serious difficulties which may be due to fundamental weakness in the systems structure. Some apparently well-established systems are threatened with the withdrawal of the larger communities to establish independent libraries.
>
> *CLR Recent Developments*, No. 184,
> February 27, 1966

2. An exception is the Southwest Missouri Library Service, Inc., which has been widely publicized not only by the writings of Willard K. Dennis and Mary Lee Bundy but also by two ALA publications:

Date	
1959	Kenney, Brigette L., *Cooperative Centralized Processing; a Report of the Establishment and First Year of Operation of the Southwest Missouri Library Service, Inc.* (Chicago: American Library Association, 1959.)

1962 Carhart, Frances D., *Southwest Missouri Library Service, Inc.: a Study in Co-operative Centralized Technical Services* (Chicago: American Library Association, 1962.)

3. Pennsylvania State Library, *Library Service in Pennsylvania, Present and Proposed;* Lowell A. Martin, Director (Harrisburg: State Library, 1958), I, 105-106.

4. Humphrey, John A., *Library Cooperation; the Brown University Study of University-School-Community Library Coordination in the State of Rhode Island* (Providence, R. I.: Brown University Press, 1963), p. 35.

5. Wheeler, Joseph L., *Proposed Regional Library System for the San Diego Area* (San Diego, Calif.: San Diego Public Library, 1965), p. 3. See also "Centralized Cataloging," pp. 58-63.

6. Martin, Lowell A. and Bowler, Roberta, *Public Library Service Equal to the Challenge of California; a Report to the State Librarian* (Sacramento: 1965), p. 80.

A similar recommendation was made for libraries in Southern California by Maurice F. Tauber in his study included in *Strength Through Cooperation in Southern California Libraries*, by Martha Boaz (Los Angeles: 1965), pp. 75-90. The recommendation,

> That a Center for Technical Processing be established for the libraries in the four counties of Southern California to handle the acquisition of books and possibly Federal and California documents, in addition to performing cataloging and classification operations.

7. Piercy, Esther J., "A Report on Processing Cooperation for Central Massachusetts Regional Library System" (1965), p. 6. (Mimeographed.)

8. Governor's Commission on Library Resources, *Resources of North Carolina Libraries*, edited by Robert B. Downs (Raleigh: The Commission, 1965), pp. 60-61.

9. Missouri State Library, *Annual Report, 1963-64* (Jefferson City, Mo.: Missouri State Library, n.d.), pp. 71-72.

10. Bundy, Mary Lee, *Attitudes of Non-Members of Missouri Cataloging Cooperatives Toward Centralized Processing* (Urbana, Ill.: 1961), p. 4.

11. Bundy, Mary Lee, *Missouri Processing Cooperatives: a Report Based on the Experience of Member Libraries* (Troy, N. Y.: 1962), p. 10.

12. Blasick, Hank, "Survey of Library Services Center of Missouri, Jefferson City, Missouri, 1965," p. 14. (Mineographed.)

13. Peterson, Orcena Mahoney, "Report to Missouri State [illegible] (Mimeographed.)

14. Letter from Charles O'Halloran, State Librarian, Missouri State Library, March 26, 1966.

15. New York State Library, Library Extension Division, *A Primer of Public Library Systems in New York State* (Albany: 1963), p. 19; see also Rev. ed. (Albany: 1966), p. 19.

16. In the *Primer* (Albany: 1963) the number of members for North Country is listed as 57; in the 1964 "Annual Report, North Country System," the number is listed as 69.

17. Figures secured from interviews or from annual reports. When discrepancies occurred, data were made to conform with that in *Centralized Processing for the Public Libraries of New York State;* a Survey conducted for the New York State Library by Nelson Associates, Inc., in Collaboration with The Theodore Stein Company (New York: 1966), "Appendix A," pp. 6-7. An example of a variation is that the Mohawk Valley Library Association, through the Schenectady County Public Library, furnished statistics for the Pennsylvania Study indicating that 3,662 books had been processed for its eight member libraries in 1964.

18. Based on data secured from documents such as annual reports or publicity releases.

19. Letter from S. Gilbert Prentiss, State Librarian and Assistant Commissioner for Libraries, New York, August 9, 1965.

20. The two questions appeared in Nelson Associates, Inc., "Information Concerning a Study of Centralized Processing and Cataloging for the New York State Library Systems" (New York: June 23, 1965), p. 2; New York State Library, *Centralized Processing for the Public Libraries of New York State;* a Survey conducted for the New York State Library by Nelson Associates, Inc., in Collaboration with The Theodore Stein Company (New York: 1966), pp. 1-2. The report is to be incorporated into the total evaluation study being conducted by the Office of Research and Evaluation in the Education Department, to be completed in the summer of 1966. Letter from S. Gilbert Prentiss, August 9, 1965.

21. New York State Library, *Centralized Processing for the Public Libraries of New York State*, p. 2.

22. For specific identification of the Centers, see Appendix B.

23. Interview with Lester L. Stoffel, Librarian, Oak Park Library, Oak Park, Ill. See also the following articles: Hendricks, Donald, "Cooperative Growing Pains," *Library Journal*, XC (November 1, 1965), 4669-4703; Hendricks, Donald, "Organization for Processing at the Book Processing Center, Oak Park, Illinois. (Unpublishesd manuscript, 1966.)

24. Letter from Rea and Associates, Accountants and Auditors, New Philadelphia, Ohio, January 26, 1965; Library Service Center of Eastern Ohio, "Comparative Statement of Income and Expenses, . . . December 31, 1964."

25. Letters from Walter D. Morrill, Part-time Administrator, Library Service Center of Eastern Ohio, August 18, 1965, and November 29, 1965.

CHAPTER VI

CENTRALIZED PROCESSING: CENTERS AND SERVICES BY TYPE

Centralized processing, while lessening some of the problems within the local library, has created new and perhaps more consequential ones. Yet it would be fatalistic to assume that aspects of the concept should not be recommended or that its potential does not exceed its present achievements. While its rapid emergence supports the explosion theory of the times, the diversification among the programs belies the axiom that like begets like. This may be a happy omen. Meanwhile a review of the types of processing centers, with some of their characteristics, depicts current variables which make assessment difficult.

Processing services are available in a somewhat complex pattern from which three arbitrarily identifiable types emerge: (1) the autonomous, (2) the neo-departmental within an existing agency, (3) the multiple service center encompassing processing. Among each there are differences in organization, membership, scope of services, and costs. One or more of these characteristics is included for each center or program identified.*

THE AUTONOMOUS STRUCTURE

The autonomous center is directed by a board of trustees representing member libraries and is fully supported by its membership. The center may be cooperative in that the budget is divided among its members or in that the members may contract to pay a certain fee, as the following examples illustrate:

---

* Data based on interviews, correspondence, publicity, and reports.

Colorado—The Northern Colorado Processing Center began operation on January 1, 1962, as an association with a membership consisting of the Boulder Public Library, Longmont Public Library, and the Weld County Library. As of 1965 the Center was serving 17 libraries (11 library accounts) and will continue to be housed in the Weld County Library in more adequate quarters than originally used. According to the contract each member guarantees "to send as a minimum, 50% of the books purchased from the current book budget," and, as of this date, $1.00 per copy which includes a rental fee of 5 cents per volume. Unlike most of the centers, whatever the structure, an estimated processing charge is billed to the libraries quarterly in advance.[1]

Missouri—The two centers in Missouri were both cooperatives though changes in the structure of the Library Services Center are to be or have been made since its administration is now under the aegis of the State Library. As earlier noted, the difference in financial structure originally was striking in that one had a set price per volume processed; the other, which continues, prorates payments of each member on its total income.

Ohio—The Library Service Center of Eastern Ohio, originally envisioned as a multi-service program, has been unable thus far to offer more than centralized processing. Each of its 19 contracting members agrees to expend 75% of its budget through the Center and to pay $.75 per volume processed. Non-members, including 18 schools and one community college, are charged $1.00 per volume. Total volumes processed in 1964: 54,891.

THE NEO-DEPARTMENTAL STRUCTURE

The neo-departmental center functions within an existing local, county, or state agency which assumes administrative and, in large part, financial responsibility for the service whatever its scope. "Neo-departmental" indicates that, while the Center functions within the administrative confines of the agency, its responsibilities exceed those of other departments since the needs of the members of the center must be considered in a perspective broader than that of the needs of the specific library with which it is associated.

Within a Local Library:

Florida—The Book Processing Center, Orlando, is structured within Orlando's Albertson Public Library; its membership consists of 17 library systems in 31 counties. Each member agrees to expend at least 75% of its book budget through the Center and to pay a per volume cost determined annually, for example, $.80 in 1964-65. Total volumes processed in 1964/65: 106,381.

Illinois—The Book Processing Center is integrated within the Oak Park Library whose Board agreed to finance the beginnings of the Center from local tax monies and a small endowment. According to the contract each member agrees to expend no less than 75% of its book budget through the Center and to pay $1.20 per volume processed. The Center, initially launched with 35 libraries participating, seven of which were school libraries, reviewed and corrected some of its miscalculations and now seems to have resumed its initial impetus. The processing rate is estimated at 250 volumes daily.

Indiana—The Crawfordsville Purchasing and Processing Center is situated in the Crawfordsville Public Library which contracts for services as do other members. The Center serves over 40 libraries (49 as of March 1965) who have agreed to order through the Center and to pay $.90 per volume (after July 1965) and $.80 for each additional volume. Total volumes processed in 1964/65 (including State Library projects): 18,602.

Within a County Library:

California—Numerous centralized processing programs have been developed within the county library structure which flourished early in California. The centers serve either a single or a multi-county unit; among them are:

Single county	*Membership*	*Volumes processed*
Monterey	7 (public + junior college)	25,000 annually
San Mateo	5 public + branches	65,565 (1964/65)
Multi-county		
Contra Costa/Alameda	2 counties	
Fresno: San Joaquin Valley Library Processing Center	3 counties	
San Joaquin: Stockton-San Joaquin	4 counties	66,000 (1964)
Ventura: Black Gold Cooperative Library System Processing Center	2 counties (7 public libraries)	53,501 (1964)

The centers differ greatly among themselves, for example, the Monterey County Library contracts variously with each of its members: books may or may not be purchased through the County Library. Another variant is that the Monterey Peninsula College contracts at a much higher cost per volume than the public library members. In the Stockton-San Joaquin program:

> Contract libraries contract yearly for special services, among them technical processing. The contract cost is predicated on *total* estimated load from known book budgets. They pay for *services*, among them technical services, in lump sum payments.[2]

The Black Gold Cooperative Library System, which does not include ordering, produces a book catalog for its seven member libraries. The divergent and complex pattern now existing would require evaluative studies of each of these programs (including the North Bay Cooperative Library System) should the recommendations of the recent California survey be implemented.

Maryland—The Eastern Shore Processing Center is structured within the Wicomico County Library, Salisbury. Its members number 22 libraries of which 16 are county libraries in Maryland. The Center also serves 12 town libraries in Delaware for which the Delaware State Library Commission made the contract. Each member is expected to expend 75% of its book budget through the Center and to pay $.75 per volume for processing. Total volumes processed in 1964/65: 82,520. The inclusion of another State in the Processing Center represents an extraordinary penetration of traditional barriers and may well anticipate more planning within flexible geographical concentrates rather than within inflexible state boundaries.

Minnesota—The Anoka County Library in Minneapolis serves eight county and regional public libraries which pay $.65 per volume processed and $.15 per set of cards furnished. The statistics indicate increasing growth for more volumes were processed in the first eight months of 1965 than were processed in all of 1964. (In 1964: 20,000 volumes; in 1965 for eight months: 29,900 volumes.)

Oregon—In 1960 under a state grant the Public Library of Medford and Jackson County undertook the cataloging and physical processing, but not the ordering, of books for the Ashland Public Library and the Josephine County Public Library. An objective of the experiment was "to see if centralized processing is feasible and an improvement in the library service of the county and whether or not it should be continued after the demonstration." The program has continued. As in other centers for which a large library assumes responsibility, that library tends to insure success. As of the 1964/65 report, 19,845 units were processed of which 13,689 were for the Public Library of Medford and Jackson County. Originally there was a slight price differential but as of 1965/66, each library pays $1.25 per unit. The Director has expressed "hopes of expanding in the near future."[3]

Within a State Library

The range extends from the nothingness of some states to the recently launched ambitious program* of the Texas State Library which as of July 1, 1965, inaugurated an automatic data processing program as a pilot project of the State Library under the Library Services and Construction Act.[4] Intermediate variations are represented by the following state activities:

Florida—Since it was not considered feasible originally to establish a processing center at the State Library, the Library encouraged the creation of one at the Albertson Public Library in Orlando. The center received a grant of $17,500 from Library Services Act funds for equipment and supplies and provided $5,000 for the second year.[5]

Georgia—The State Catalog Service has been furnishing catalog cards since 1944 for library books purchased through the State Department of Education if they are requested on current book purchase orders from school or public libraries. The cost of service is $.05 net per title. Cards are distributed to 32 regional (public) libraries, 1,500 schools and to 2 school systems. In 1965/66, 328,338 sets of cards were furnished to schools and 95,817 sets to public libraries. 6,764 titles were cataloged during the period.[6]

Hawaii—The Hawaii State Library, under the direction of James A. Hunt, formerly an assistant to Walter H. Kaiser of the Wayne County Library, Michigan, has introduced a centralized processing program imitative of that in Wayne County. It is the first statewide program to include all the book requests from 45 libraries and about 250 schools in one operation. According to Mr. Hunt a staff of 35 now accomplish what previously required about 250 clerks. The vast reduction is attributed to centralized concurrent ordering, the continuous conveyor system, data processing techniques, and a team increasingly efficient in handling large volumes of work. The statistics are imposing as compared to those of other programs: in 1964/65 about 200,000 volumes were processed. After the addition of the schools, the center processed that many in the first six months of the fiscal year, 1965/66, with the same number of employees.[7]

Kentucky—Following a survey of the processing center of the Department of Libraries made by Miss Jewel C. Hardkopf in 1964, the Department streamlined its program and as of 1965 was "instigating the use of the UNIVAC 1004 computer as now used in the

---

* Since the completion of this Study the Centralized Processing Center of the Texas State Library has been closed. However, its demise *does not imply* the invalidation of its noteworthy routines and procedures which have been cited in the Study. A recommendation regarding the future of the Center is soon to be made by Management Services Associates, Inc., New York.

Nassau and Suffolk County Libraries in New York State."[8]

Michigan—The State Library has furnished catalog cards since 1964 for titles of some 24 publishers (Greenaway plan) and for titles on replacement lists to 125 libraries affiliated with 22 systems. Each system receives the titles from the publishers for review before ordering. Sets of cards with extra cards for shelf list, pocket and book cards are furnished at no cost. Estimated distribution of cards weekly: 100,000-150,000.[9]

Nevada—The State Library maintains a cooperative Processing Center for 10 libraries, at present, each of which defrays a portion of the costs of operation by a flat percentage applicable to all members. Total volumes processed in 1964-65: 4,472.

New Hampshire—The New Hampshire State Library offers selection advisory services, centralized ordering, and a unit card centralized cataloging program to about 153 public libraries each of which completes the physical processing and the unit cards. A *Manual for Centralized Book Purchasing* (January 1965), and a *Manual for Centralized Cataloging Card Service* (March 1965) provide detailed directions for ordering and preparing sets of cards with unit card data. About 400,000 cards per year are distributed to the member libraries. The State Librarian has expressed the hope that "with the advent of additional funds in future years we will be able to expand this operation to include the complete processing of the books."[10]

North Carolina—Requests made by public librarians for some relief from the time-consuming tasks involved in processing and the timely availability of Library Services Act (LSA) funds stimulated the establishment of the Processing Center in the State Library. In its membership are 53 public libraries each of which agreed originally to spend 80% of its total budget through the Center and to pay $.75 per volume processed. Later it was agreed that the member libraries could spend any amount they wished to. As of 1965 the cost per volume processed was $1.00. Total volumes processed in 1964/65: 88,589.

Ohio—The Ohio State Library Catalog Center sponsors a highly individualized service program designed to meet the individual needs as expressed by its participating libraries. The services are available to public, school, and college libraries. The Center catalogs and processes for some thirty libraries throughout the State, each of which may select one of the following types of service, custom, package, or standard. In addition, sets of catalog cards (LC cards reproduced from proofsheets by Xerox and Multilith) are furnished to some sixty libraries. The Center does not offer centralized ordering services but will order from the State Library jobbers if a library requests the service.[11]

Wyoming—In its first year the Wyoming State Library created a backlog crisis in its Centralized Purchasing and Processing Center by accepting orders from 18 county libraries in October 1964 but not actually cataloging and processing until February 1965. There is a rueful acknowledgment in a report from the State Library that:

> Many of the problems encountered in the first year could have been avoided by a longer planning period . . . and a better preparation.

Some guidelines, synthesized from the frank appraisal, caution against similar mistakes in developing a processing program; they are:

1. Do not accept orders until all equipment and supplies are in operational condition. (Both had been promised in October but were not delivered until much later.)
2. Do not accept processing idiosyncrasies of each library; urge standardization. (18 or more different routines had to be developed.)
3. Do not promise more than was or can be performed. (Beware of unforeseeable incidents such as machine breakdown, staff illness, etc.)
4. Do not process best sellers and books of immediate timely interest. (County libraries were informed of this decision but some failed to observe the restriction.)
5. Do not let backlogs pile up; if they do pile up, develop procedures to avoid appearance of preferred treatment to some member libraries.
6. From the beginning keep accurate records of books ordered, received, and processed.
7. Do not anticipate immediate duplication of title orders; however, centralization of card reproduction promises to be rewarding as random duplication occurs. (In three months of 1965, 63% of the orders were for single titles.)[12]

Such a genuine striving and recognition of miscalculations hopefully has absolved the past and redirected future planning.

Other states—Among other states which maintain centralized processing programs are California and Oklahoma. The California State Library Processing Center is self-supporting. Its 21 libraries (city and county) contract to send through the Center a certain number of volumes each fiscal year for which they pay $1.40 per volume. Total volumes processed (volumes shipped) in 1964/65: 53,291.[13] The State Library of Oklahoma has a County Processing Section serving one multi-county and one city. In 1964 the Section processed 7,500 volumes.

Only one State Library has seemingly abandoned a centralized processing program. In June, 1965, the State of Idaho dropped its centralized Book Processing which had been available to 21 libraries. The program was phased out because the budget could not sustain both the processing and the field work. Miss Helen M. Miller, State Librarian, gave as a second reason for discontinuing the Center the following:

> We are working toward six regional library systems to cover the state, with all local libraries to be encouraged to join in the system by contract with the system center. Processing should be one service of the center, and perhaps the easiest to sell to the local trustees and librarians.[14]

Miss Miller later commented on processing among the services offered as being:

> Only one phase of the library operation, and . . . we too often get side-tracked on that and forget that a librarian who can't process her books may also have problems with selection, budget, reference, and all other services. Processing, therefore, may not be the most important service which a state can offer its libraries.[15]

Thus a striking contrast occurs. Idaho, dissatisfied with its one centralized processing center seeks to fragment the responsibility among its proposed six regional library systems. Meanwhile, New York, having dispersed the responsibility among its systems libraries, almost simultaneously seeks a solution to excessive fragmentation by the possible creation of one cataloging and acquisition center for all public libraries including the three great libraries in New York Cty.

MULTIPLE SERVICE CENTER ENCOMPASSING PROCESSING

The multiple service center, usually within a federated or cooperative structure, offers such services as advice on budgeting, building, and staffing; guidance in book selection and weeding; broadening of reader services and scope of the local collection through interlibrary loans, rotating collections, bookmobiles, and reference services; processing (ordering, cataloging, classification, and preparation of materials); and publicity. Such a program while long demonstrated, in part, within the federated structure of the Wayne County Library System in Michigan was too much of an innovation for ready adoption into the traditionally autonomous local library pattern.

As the library systems concept emerged, strengthened by the timely grants of federal and state aid, centralized processing symbolized a cohesiveness and a measure of progress. While New York State represents the most highly organized public library systems program at present, there is evident activity elsewhere, for example:

California—The systems concept has emerged slowly in California because of the long-established county organizational pattern. Recently, however, the North Bay Cooperative Library System has been created which comprises sixteen libraries in the counties of Lake, Marin, Mendocino, Napa, Solano, and Sonoma. The system is an independent agency with a membership fee, based on population, which includes all services. It is now a demonstration project, receiving both state and federal funds, the latter to cease in 1967. The present charge is $.50 per volume processed which is one-half the estimated cost but possible because of the subsidies. Total volumes processed in 1964/65: 58,183.[16]

Another recently organized system is the Serra Regional Library System, a cooperative which includes four separate public libraries in the San Diego area: Carlsbad City Library, National City Public Library, Oceanside Public Library, and San Diego Public Library. Thus far the System has not included central processing but has considered the possibility of a book catalog should the San Diego County Library decide to join.[17]

Michigan—The systems concept seems to be newly represented with the creation of the Grand Traverse Area Federation, composed of 22 libraries. It was established with State aid and, at present, because of the subsidy, the cost for centralized processing is $.30 per volume. The library system in Michigan, however, which has more than proved the merit of its vision is the Wayne County Library System. Established in 1920, it functions as a federation characterized by centralized administration and decentralized policy making. Its membership consists in 1965 of 26 community libraries serving communities ranging in population from 2,000 to over 75,000. The services include book selection guidance, ordering, cataloging, and final processing of materials. Bills for ordering are rendered at intervals; the cost of processing is $1.20 per volume. Total volumes processed for 25 libraries in 1963/64: 74,376.

Missouri—The Mid-Continent Library Service is a recently organized systems program representing more than one county. It is, in part, a federation and, in part, a consolidated program for it is controlled and managed by a governing board made up of members of the respective county library boards of the participating units. The Director of Libraries, appointed by the Board, has assumed responsibility for establishing and improving all aspects of library service. Among these services has been the immediate establishment of centralized processing at the Headquarters Library in Independence. All expenses incurred are prorated according to the total income of each of the cooperative districts. It flourishes promisingly in contrast to the two autonomous cooperatives earlier established in Missouri and supports the Director's thesis that small local libraries ought to "form larger units of service which would be more effective, efficient and economical in the long run."[18]

New York—The diversified development of public library systems has already been noted; however, since two systems, outside those in New York City, the Buffalo-Erie County System and the Pioneer System, involve participation of large libraries, their structure will be noted briefly:

Buffalo-Erie County System: Through contract with 32 libraries the Buffalo-Erie County Library has created a near consolidated program in that each library agrees (1) that budgets are to be submitted; (2) that supplies and equipment are to be requisitioned; (3) that books and periodicals are to be ordered, processed, bound, and repaired. Recommendations may be made but are not enforceable, however, unless accepted and acted upon by each member's Board of Trustees. Essentially the county libraries are regarded administratively like the 20 branches of the Central Library. Total volumes processed in 1964: 159,248 of which 53,411 were for the Central Library and its branches.

Pioneer System: The Pioneer System is a federation of five counties, Livingston, Monroe, Ontario, Wayne, and Wyoming, which have contractual agreements as follows:

(1) Rochester Public Library, within Monroe County, has contracted to do centralized processing for the Monroe County Library System.

(2) Monroe County, the largest member of the Pioneer System, has contracted with the four other counties to assume their centralized processing responsibilities.

(3) Each of the counties has in turn contracted with the libraries within its jurisdiction, e.g., the Ontario Cooperative Library System. The contracts with Monroe County, which specify other services such as borrowing privileges and interlibrary loan, state that the cost is to be $.50 for every dollar spent on books by its member libraries excluding the costs of those not processed centrally. Thus the Rochester Public Library serves as the processing center for the five counties and in 1964 processed 111,588 volumes. Of those, 49,911 were for Rochester; 61,677 for the contracting counties.

Pennsylvania—Pennsylvania has developed a Library District program with responsibilities similar to those of the New York Systems program. Of the 30 designated District Center Libraries, four are offering centralized processing services. The four, which have been described earlier in Chapter II, are: (1) Bucks County Free Library, Doylestown; (2) Cambria Public Library System, Johnstown; (3) Lancaster Free Public Library and Lancaster County Division, Lancaster; (4) Citizens Library of Greater Washington, Washington.

Wisconsin—The Public Library Service Center of Southwest Wisconsin is an outgrowth of the former Southwest Wisconsin Library Processing Center and through its own growth approaches the systems concept. It has aptly demonstrated through its action that centralized processing alone is not sufficient for the improvement of library service, for it now performs various services for its 25 member libraries. The five counties of Crawford, Grant, Iowa, Lafayette, and Richland make appropriations prorated on 1960 population figures. Monies remaining and unencumbered are returned at the end of the fiscal year on a prorated basis.[19]

SUMMARY COMMENT

Within the arbitrary grouping by type—autonomous, neo-departmental, and multiple service—some centralized processing programs have been identified. There has been a discernible trend toward the systems or district structuring with multiple service programs as recommendations cited earlier imply. Currently, however, the systems concept of the dispersal of centralized processing has been questioned in New York State. That the neo-departmental types are flourishing, especially the Book Processing Center in Orlando, Florida, tends to demonstrate that when a center is affiliated with a large public library its likelihood for survival and growth is increased.

The State Library towers currently also as a centrifugal force in coordinating a processing program and its potential ranges from the vast card distribution services of Georgia, Michigan, and New Hampshire to the full processing programs of California, Nevada, and North Carolina. Its problems are magnified by the Idaho and Wyoming State Libraries, each of which solved its dilemma differently. Even as State libraries assume more active roles, one State Library staff member has cautioned about and questioned the wisdom of centering the program in a State Library because of the political structure and budgetary pressures which generally affect processing before public service functions.

The period of experimentation consequently must be continued for decisions made not so long ago are already being reviewed and rescinded; meanwhile some of the alternatives proposed may be escape routes only.

FOOTNOTES

1. Letter from Mrs. Luella Kinnison, Administrator, Northern Colorado Processing Center, in care of Weld County Library, Greeley, Colorado, February 17, 1966.

2. Letter from Mrs. Margaret K. Troke, Director of Library Services, Stockton-San Joaquin County Public Library, California, December 16, 1965.

3. Data from Omar A. Bacon, Director, Public Library of Medford and Jackson County, Oregon: Letters from Omar A. Bacon, April 19, 1966; May 26, 1966; "Study of Centralized Processing, 1964-65."

4. Letter from J. Corbin, Director, Technical Services Division, Texas State Library, October 14, 1965; Texas State Library Centralized Processing Center, *Manual/2* (Austin: 1965).

5. Albertson Public Library, Orlando, Florida, "'Blueprint for Growth; Third Year Report, November 1, 1961, through October 31, 1964" (1965), pp. 6-7.

6. Data from Miss Virginia Drewry, State Catalog Service, State Department of Education, Atlanta, Georgia, July 15, 1966.

7. Hunt, James R., "Centralization & Conveyors Save $110,000 at Library," *Hawaii Business & Industry* (February 1966), pp. 80-81.

8. Letter from Sherwood Kirk, Assistant Librarian, Department of Libraries, Frankfort, Kentucky, September 29, 1965.

9. Letter from Miss Genevieve M. Casey, State Librarian, Michigan State Library, December 17, 1965.

10. Letter from Emil W. Allen, Jr., State Librarian, New Hampshire State Library, to Donald Hendricks, March 17, 1966. The penetrating analysis with recommendations for improvement of the Technical Processing Division by Laura C. Colvin in 1966 should be an impetus in extending the cataloging services if not the complete processing of books to which the State Librarian referred. For details see Colvin, Laura C., *The Technical Processing Division of the New Hampshire State Library; a Report on the Organization, Operations, and Problems* (1966). (Mimeographed.)

11. Ohio State Library, "State Library Catalog and Processing Center, May 1, 1965"; Letter from Miss Ruth Hess, Acting State Librarian, Ohio State Library, August 9, 1965.

12. Wyoming State Library, "Second Quarterly Report, October, November, December, 1965," pp. 1-2.

13. California State Library Processing Center, "Annual Report, 1964/65."

14. Letter from Miss Helen M. Miller, State Librarian, Idaho State Library, August 9, 1965.

15. Letter from Miss Helen M. Miller, State Librarian, Idaho State Library, September 10, 1965.

16. Letter from Mrs. Edna Frances Hanna, Administrator, North Bay Cooperative Library System, Santa Rosa, California, September 28, 1965; Sabsay, David, "The North Bay Cooperative Library System," *Newsnotes of California Libraries*, LVIII (Summer 1963), pp. 335-347.

17. Letters from Miss Clara E. Breed, City Librarian, San Diego Public Library, California, February 3, 1966; April 15, 1966.

18. Letter from James A. Leathers, Director of Libraries, Mid-Continent Public Library Service, Independence, Missouri, April 25, 1966.

19. Letter from Mrs. Myrtle Carpenter, Supervising Librarian, Public Library Service Center of Southwest Wisconsin, Fennimore, Wisconsin, August 24, 1965; Wisconsin Free Library Commission, "Southwest Wisconsin Library Processing Center; a Project of the Wisconsin Free Library Commission in Cooperation with the South West Association of Public Libraries," (1961), 7 pp. (Mimeographed.)

CHAPTER VII

CHARACTERISTICS: LEGAL AND FINANCIAL

In the following four chapters characteristics illustrating the variations among centralized processing programs are reviewed. The content is primarily descriptive and factual rather than evaluative. Some quotations and responses to the Missouri questionnaire which are included, however, inject a tone of self-criticism as well as warn against certain policies and procedures now existing.

LEGAL STRUCTURE AND GOVERNING BODIES

Legal Structure

The legal structure of centralized processing programs or centers must conform to the laws of the State or of the governmental unit in which they are located and/or the library with which they are associated. The Southwest Missouri Library Service, Inc. and the Library Services Center of Missouri represent the autonomous cooperatives which have been incorporated under the respective laws of their states as non-profit, self-supporting corporations with power to engage in business with libraries.[1] Some centers seem to have a tenuous legal authority for their existence but proceed on the basis of brief written agreements accepted in good faith. In some State library laws, such phrases as "to foster library development" have been interpreted as being permissive enough to include processing services.

In New York, two of the three types of Systems created, the federated in 1950 and the cooperative in 1958, include centralized processing services as part of their total programs.

The responses to the Missouri questionnaire reveal some of the legal and quasi-legal structurings:

Operate under joint powers agreement of ____ System.

Organized under Administrative Division of ____ State Library.

Contract between county and municipal administration.

Organized under ____ Education Code, sec. ____.

Part of ____ Library which contracts with participating libraries.

Administered by ____ Library under contract with ____ Board of Library Commissioners.

Part of ____ County Library which makes informal agreements with participating libraries.

Brief written agreements with participating libraries.

Legally it doesn't exist; functions via contractual agreements and legislative approval of State library funds.

While an atmosphere of casual informality may prevail, it would appear, nevertheless, that a knowledge of library laws and of the limitations of contractual and agreement powers must be presupposed. One Center wisely suggested that the most reliable procedure would be to secure legal counsel before entering into an agreement with another independent library.

Governing Bodies[2]

No matter what the type, each centralized processing program is responsible to a governing body as is a library. In a contractual agreement the governing body of the agency assumes responsibility. For example, in Florida the agreement for membership in the Book Processing Center emanates from the Albertson Public Library of Orlando. In Oak Park, Illinois, the Center is "an agency of the Board of Library Directors of the Village of Oak Park."

The arrangement differs, however, both in the autonomous and the systems structure. The centers in Missouri, representing the autonomous cooperative before the State Library action, were both governed by boards of directors consisting of five members from their own membership. The terms of office varied: in one for two years; in the other, for four years. One restriction of seeming merit in one of the centers was that a member of the Board could not be succeeded immediately by another member representing the same library. In Ohio, the Library Services Center of Eastern Ohio has perhaps the most cumbersome structure in that its Board is composed of every contracted member librarian. In 1956 the board numbered 19.

Within the Systems program of New York the variations reflect the distinctions among the consolidated, federated, and cooperative. The Finger Lakes Library System, an example of the cooperative, was established by action of independent local libraries and is directed and controlled by a System board of trustees elected by the local library trustees.

In Michigan the Wayne County Public Library Board is the county agency designated and authorized to administer library services for communities requesting such services. The Board is composed of five members, four elected by the County Board of Supervisors, with the County Superintendent of Schools serving as an ex-officio member. Each local community, however, retains its local library trustees who appropriate, control, and are held accountable for the funds of the local library. To clarify the interrelationship, the Wayne County Library System issued in 1963 a manual for its trustees.[3]

In Wisconsin the Public Library Service Center of Southwest Wisconsin is governed by a Joint Library Board composed of the chairman of each of the county library committees appointed by the County Boards of Supervisors in the five counties.

Criticisms from some centers

Comments from some centers revealed that though the boards have similar functions, however they are appointed, sharper criticism was directed toward those on which librarians were serving than those on which trustees representing other professional interests were members. From a board member of one center came this self-appraisal:

> Administratively the position of having every contracted member Librarian a Board Member is not good, either. However, it was do this or lose good customers the Center could not afford to lose. Our Administrator should have more authority.
>
> Center catalogs as Board decides—which sometimes makes for unfortunate changes for those who were not present when decision was made. One example—Board decided to have English and Am. Lit. all cataloged in 820's. Later this decision was reversed. . . . Much of our trouble has come as a result of trying to please everyone.[4]

In a survey made of an autonomous cooperative the following criticism was made:

> To say the least, the board members and the administrator should meet at appointed times. Too often there are not enough board members to form a quorum and the meeting cancelled.[5]

From administrators were these comments:

> Give your Board of Trustees enough time to establish continuity of service. This Center elects new members each year and before the members have time to know what's going on.
>
> Every effort to get an increase in processing fees has failed when presented to the Board.
>
> Give your administrator some sound backing on standard procedures. This is difficult when the administrator feels that in order to keep the library as a member he must make some concessions because even though there is a written policy of standardization he knows he will not be backed up if he enforces the policy and thereby loses a member library.
>
> Failure to respond to an inquiry is an excellent indicator of the usual interest in and support of the Center by its board members.[6]

Though these comments may be atypical, they reflect experience and offer some evidence that librarians have not demonstrated extraordinary skill as board members. The support of standard procedures, once endorsed, would seem to be an absolute imperative in furthering the effective services of a Center; yet the support was not always forthcoming.

There was little criticism of the neo-departmental relationship except in one instance where the administrator advised that an entangling alliance with a large library should be avoided and that an independent or autonomous status would be more satisfactory.

Some minor manifestations of intrusiveness, questions of status and salaries, and requests for specialized services were aggravating a relationship which had every reason to flourish. The center, meanwhile, was alienating itself by being able to function with scarcely any recourse to the bibliographic resources of the large library.

FINANCIAL STRUCTURE[7]

The centers or programs, other than for those fully subsidized as in the New York Systems, are supported by their members wholly, or increasingly in part, by subsidy. Though some of the centers and some of the systems contract with non-members, the data here relate to income derived from members and from subsidies.

Income from Members

Among the ways of deriving income from members are:

1. To prorate the center's budget among its members on the basis of their budgets or on population served.
2. To rely on a percentage of members' book budgets being expended for books ordered through the center.
3. To charge a specific amount for each volume processed.

Rarely is just one method used alone. Most centers combine the reliance on percentage of orders through the center with a specific charge per volume processed.

To prorate the center's budget.—Prorating the center's budget, earlier determined by a realistic appraisal of the expenditures of the preceding year, is the method used in the Southwest Missouri Library Service, Inc. For example, each library determines its fee by (1) dividing total library income by Center budget to get the proportion of income to total budget and (2) multiplying library income by this figure to determine annual fee. An illustration, indicating fees, books unpacked, and cost per volume for four libraries belonging to the Center in 1964/65 when the Center's budget was $27,320.76, follows:

Library	*Fee*	*Books unpacked*	*Cost per volume*
Boonslick	$2,734.44	4,037	$.67+
Cass	1,717.76	4,845	.37+
McDonald	427.06	387	1.10+
Springfield	7,064.12	13,931	.50+

Since charges are figured by books unpacked rather than by books shipped, figures for the former were used in determining the cost per volume. The costs would have differed had the charges been based on books shipped because the figures differ greatly, for example, volumes shipped were 4,625 to Boonslick; 5,233 to Cass; 410 to McDonald; 15,408 to Springfield.[8]

While prorating the budget had received popular support among the members of the SWMLS, it has not been widely imitated. One inequity which discourages its adoption is the variation in cost per book unpacked. Note that McDonald with its small budget paid more than twice as much as did Springfield, that Boonslick which contributed $1,016.68 more than Cass but which had 808 fewer volumes unpacked paid $.30+ more per volume than did Cass. The inequity can be lessened obviously by increasing volume; however, libraries with relatively fixed budgets which may decrease their book budgets to expand reader services would continue to pay on the same prorated basis. This cooperative policy is in inverse ratio to the famed "service basis" of the H. W. Wilson Company. In support of the prorating system it must be acknowledged that without Springfield whose 13,931 "books unpacked" were 27.6% of the total of 50,439, the other libraries would have paid higher fees. The prorated cost is generally less for larger libraries than the fixed cost per volume if there is a fair representation of small libraries involved.

Prorating the center's budget on the basis of population is illustrated by the method used in the Public Library Service Center of Southwest Wisconsin. The charge there includes all services, not processing alone. The prorating is a form of subsidy also for less populated areas but it is somewhat more equitable since the county with heaviest population and the highest equalized assessed valuation, Grant County, also has the largest number of libraries.

To rely on a percentage of members' book budgets being expended for books ordered through the center. —Some centers in order to insure volume for processing have included in their agreements with member libraries the obligation that the member libraries expend a percentage of their book budgets through the center. Some advantages were to accrue to the member library, the one frequently cited being a higher rate of discount. The percentage usually cited is 75% of the total book budget. In general, the charges for ordering have been assumed by the centers and the full discount has been given to the member libraries. The Public Library Service Center of Southwest Wisconsin is one of the few centers to state that there would be a "a service charge of not less than 10¢ per volume ordered."

Because of the dependence of some of the centers on the volume thus assured, some of the agreements have included such warning as the following from the Library Service Center of Eastern Ohio:

> The failure of the Library to continue the furnishing of that percentage shall render the Library subject to expulsion.

In addition to its percentage figure of not less than 75% the Book Processing Center, Oak Park, Illinois, adds in its agreement:

> If the number of books ordered by the subscribers shall be less than a minimum requirement of 5,000 volumes per month for a period of 90 days then this agreement may be terminated.

There is disquieting confirmation, however, that some member libraries are not fulfilling the percentage agreement, for example, one library reported only 60% as having been spent through its Center.[9] Members who disregard the terms of contract might offer to withdraw on their own initiative or seek new terms of agreement. Despite the probable violations no member as far as is known has been asked as yet to withdraw from a center.

As a precautionary measure, however, it is recommended that a plan be adopted similar to that being followed by the Book Processing Center, Oak Park, Illinois. The Center distributes to each member the following report which not only keeps the library aware of its obligation but also urges that books be ordered in more regular than in seasonal patterns:

> This is a report to you of the dollar amount of books shipped to you during the first quarter (May, June, July) of the second contract year from the Book Processing Center. The amount you have guaranteed to spend through the Center (75% of your book budget) has been divided by four for purposes of comparison with the amount actually spent. If you are below the guaranteed amount we hope you will give it your attention. Although we realize that ordering is somewhat seasonal we are attempting to maintain a steady flow of work through the Center to avoid accumulation of any backlog.
>
> *TOTAL SHIPPED*   *GUARANTEED*   *DIFFERENCE*[10]

To charge a specific amount for each volume processed.—In contrast to the prorating techniques is the plan to charge a specific amount for each volume processed. A charge of $.75 per volume was adopted by several centers originally. Among them were: (1) the Book Processing Center of Florida which has increased its charge to $.80 per volume; (2) the Eastern Shore Book Processing Center of Maryland which retains the charge; (3) the North Carolina State Library Processing Center which increased its cost to $1.00 as of July 1965; (4) the Library Service Center of Eastern Ohio which retains the charge for its members but contracts with non-members at $1.00 per volume.

The agreements vary in identifying the cost per volume as the following practices illustrate:

The California State Library in its agreement with Chico City Library, Chico, as of June 15, 1965, states that the charge per book processed is to be $1.40.

The Oak Park Centralized Processing Center, Illinois (Book Processing Center) Agreement for the Cataloging and Processing of Books states that the cost is to be $1.20 per book.

The Crawfordsville Purchasing and Processing Center, Indiana, "Contract for Technical Processing" has a service rate of $.90 per book (additional copies without catalog cards at $.10 less).[11]

The Grand Traverse Area Library Federation Library Service, Michigan, states the cost is to be $.30 per volume.

A problem early encountered in having a fixed charge per volume was the freezing of the charge at a minimal level and not being able to escalate the cost according to the center's needs. The following reflections from a center strangled by the unwillingness of the Board of Trustees to increase the basic charge of $.75 per volume warn of the disastrous results:

> Make your processing fee large enough to cover additional employees as the Center grows; or, make provisions in your By-laws for increasing it when increased costs demand it. Six years ago, 75¢ per book seemed adequate, but with the cost of materials and supplies going up, increased number of libraries with their added salaries, higher social security taxes, etc. it no longer meets the Center's requirements. Every effort of the Administrator to get an increase in the processing fee has failed. To purchase any new piece of equipment is a major task and must be planned for months in advance. A high processing fee can always be lowered, but it is next to impossible to get one raised.[12]

It may be accidental that two of the older centers which have experienced crises have kept the service charge at $.75 per volume. Continuity seems more assured when members recognize that the center's budget, like their own, must increase and accept a higher service charge fairly and reasonably proposed. To what extent that continuity is dependent also on subsidies is yet to be tested. It does seem imperative to include in contracts that a review of the basic charge per volume be made and changed when necessitated by the budgetary demands of the center.

Income from Subsidies

The impetus in the development of centralized processing is in large part due either to initial grants and/or a continuing pattern of subsidy. Among the early exceptions is the Southwest Missouri Library Service, Inc., which received a grant of $4,000 from the Council on Library Resources, Inc., to purchase equipment. In Ohio the State Library allocated $35,000 from federal funds for initial capital investment and operating expenses with the understanding that $20,000 would be reimbursed within an eight year period. The obligation, believed to be unique, had been met as of 1967.[13]

Two centers now receiving total federal support are the Raccoon Area Processing Center in Jefferson, Iowa, and the Centralized Purchasing and Processing Division of the Wyoming State Library. Two, earlier cited, which are receiving both federal and state aid are the Black Gold Cooperative Library System Processing Center and the North Bay Cooperative Library System, both in California. The subsidy may be somewhat indirect with the local library's receiving the funds as in Florida where the State Library, through the Library Services Act, underwrites the cost for each library by $.65 in the first year of membership, $.50 in the second, $.25 in the third. In North Carolina the State Library Processing Center formulated the criteria which were to be met by libraries seeking federal grants.

In the Wayne County Library System, Michigan, the county rather than the state makes the subsidy. Through an act of 1960 the Wayne County Board of Supervisors provides "assistance for a limited time to a qualified Participating Community on a graduated and ascending cost scale, at the conclusion of which period the said community shall assume the full cost of its library service." According to the time table all counties will be self-supporting by 1972.[14] Within the Systems program of New York, centralized processing is offered at no charge to the member libraries within its own system.

Of the 23 respondents to the Missouri questionnaire, 18 indicated that they had received at one time or were still receiving state and/or federal aid for the continuance of their programs. Of those five indicating no subsidy, three were in California, one in Michigan, and one in Pennsylvania, the Lower Merion Library Association, which receives its funds from municipal appropriations.

Need for subsidy.—Among the reasons given on the Missouri questionnaire for the need of subsidy were these:

> Because of great disparity of size of libraries equitable costing would have been difficult. Jurisdictions would not have participated.
>
> Many could not/would not deem it advisable to support the center without federal funds.
>
> Local funds are needed for direct public service.
>
> From personal experience, found libraries were interested but no single library was willing to foot the bill for missionary work.
>
> They might object to cost if they paid themselves but their own work would in many cases be sub-standard.

Whatever the method of securing funds, survival by subsidy characterizes generally the financial bases of many of the centralized processing programs. The test for survival lies in the continuity and broadening of membership and quality of service when and if the subsidy ceases. Even now some predict that centralized processing would be abandoned in those areas where it now appears to flourish if the local library had to assume full financial responsibility.

EXPENDITURES AND COST STUDIES

Expenditures

Expenditures of centralized processing programs are individualized reckonings of environmental cost factors such as housing and equipment, size and classification of staff, salary differentials, scope of services offered, volumes processed, and charges. Comparisons, therefore, are uninformative and, perhaps, misleading unless equivalencies have been predetermined. No such analyses have been made for this Study though some expenditure reports are included to illustrate the budgetary items and variations. No data on income in relation to expenditures are given but the total number of volumes processed is added to caution again against comparisons.

From Colorado: Northern Colorado Processing System[15]

Volumes processed in 1965: 62,249

Expenditures, 1966	
Salaries	$10,547.80
Other Expenditures	
Supplies	2,179.83
Postage	275.00
Social Security	448.27
Service Agreement	400.00
Blue Cross	232.60
Telephone	60.00
Insurance	32.00
L.C. Proof sheets	140.00
Miscellaneous	30.00
Capital Outlay	
Xerox rental	768.00
Equipment	324.00
Rental	812.50
Total	$16,230.00

From Indiana: Crawfordsville Purchasing and Processing Center[16]

Volumes processed in1964/65: 18,602

Expenditures, July 1964-June 1965	
Salaries	$8,299.48
Services, Contractual	1,089.38
Supplies	2,552.24
Current charges	223.75
Equipment	3,363.00
Total	$15,527.85

From Michigan: Wayne County Library System[17]
(Multiple service program including processing.)

Expenditures	*1962-63*	*1963-64*
Personal Services—Regular	$510,828.34	$529,902.15
Personal Services—Temporary and Overtime	116,634.48	106,560.07
Services other than Personal	68,294.22	67,373.84
Materials, Supplies and Parts	13,533.46	18,394.92
Equipment Replacements	3,166.40	3,769.75
Books and Periodicals	205,063.22	243,932.87
Binding, Rebinding and Repairs	10,837.40	10,158.17
Films and Recordings	16,381.00	16,443.02
Equipment Additions	376.34	449.60
Total	$945,131.86	$996,964.39
Volumes processed	64,003	74,376

From Ohio: Library Service Center of Eastern Ohio[18]

Expenditures, 1964

Volumes processed in 1964: 54,891

Wages	$30,207	Repairs—cars & trucks	$143
Processing supplies	2,485	Travel	—0—
Rent	2,400	Postage & delivery	96
Public employees retirement system	2,143	Insurance—general	292
Depreciation expense	1,894	Supplies—plant	128
Legal & auditing	320	Postage—general	104
Utilities	850	Supplies—office	335
Outside labor	—0—	Telephone	190
Gasoline	465	Industrial insurance	165
Repairs equipment	425	Tires	77
Miscellaneous	109	Freight & express	—0—
Rental equipment	119	Dues & subscriptions	33
		Bank charges	—0—
		Total	$43,380

Cost Studies

Some cost studies or estimates have been made by centers but their applicability to other situations is somewhat tenuous because of the factors which predetermine costs as they predetermine total expenditures. For example, the Public Library of Medford and Jackson County, Oregon, informs its member libraries that certain items are not charged or not deducted, namely:

Items not charged	*Items not deducted*
Union cataloging (all libraries)	Savings from pooled purchasing
General office supplies	Savings from multiple copy processing
Heat	Pockets furnished by other libraries
Lights	Technical supplies used by other departments
Equipment maintenance	Staff time for other duties[19]
Equipment depreciation	

The following figures for cost per volume processed have been made available:

Center	*Cost per volume processed*
Colorado: Northern Colorado Processing Center	$.834 in 1964/65[20]
Indiana: Crawfordsville Purchasing and Processing Center	.91 in 1965[21] 1.10 in 1964
Oregon: Public Library of Medford and Jackson County	1.087 in 1964/65[22]
Wisconsin: Public Library Service Center of Southwest Wisconsin	2.50 (Estimated in 1965)[23]

The Missouri questionnaire included a question relating both to costs and time. Though the responses were generally inconclusive, three centers stated that their processing costs were: $1.34, $1.61, and $6.25. In the New York State Public Library Systems, processing costs ranged from $1.063 to $2.873 in 1964 according to the data in *Centralized Processing for the Public Libraries of New York State:*

System	*To process item*[f]
1	$1.063
2	1.097
3	1.221
4	1.539
5	1.576
6	1.682
7	1.794
8	1.846
9	1.866
10	2.140
11	2.176
12	2.259
13	2.780
14	2.873

[f] Total costs divided by item processed.[24]

More detailed analyses of processing costs have been made by the Monterey County Library, California, the Book Processing Center, Oak Park, Illinois, and the Suffolk Cooperative Library System, New York.

California: Monterey County Library

In 1963 it was determined that the average cost per volume processed was $1.5969. The figure encompassed the following:

Activity	*Cost per volume*
Purchasing and receiving	$.2408
Physical processing	.4813
Addressograph	.2537
Administration & Clerical	.1681
Shipping (Clerical Aide)	.0134
Filing & Revising	.0689
Classify & Catalog	.3707
Total	$1.5969[25]

Illinois: Book Processing Center, Oak Park

Cost data were anlayzed for the Book Processing Center by W. S. Hood who analyzed cost by activity and by personnel involved and concluded that the average earnings per hour were $1.72.[26] With that figure as a base, a table was prepared which expressed costs with variants in number of employees, man hours per day, and labor costs at 250 books per day, 275 books per day, and 300 books per day. The Table follows.

COST PER BOOK AT VARIOUS PRODUCTION RATES AND NUMBERS OF EMPLOYEES[27]

Equivalent Number of Employees	Man Hrs. Per Day	Bks./ Man Hr. at 250/0	Labor Cost/Day at $1.72 Avg./Hr.	Labor Cost/Bk. at 250 Bks./Day	Labor Cost/Bk. at 275 Bks./Day	Labor Cost/Bk. at 300 Bks./Day
27	216	1.16	$370.	$1.48	$1.35	$1.23
26	208	1.20	358.	1.43	1.30	1.19
25	200	1.25	344.	1.37	1.25	1.15
24	192	1.30	330.	1.32	1.20	1.10
23	184	1.36	315.	1.26	1.15	1.05
22	176	1.42	301.	1.20	1.10	1.00
21	168	1.49	289.	1.16	1.05	.96
20	160	1.56	276.	1.10	1.00	.92
19	152	1.64	261.	1.05	.95	.87
18	144	1.74	248.	.99	.91	.83
17	136	1.84	234.	.94	.85	.78
16	128	1.95	220.	.88	.80	.74
15	120	2.04	207.	.83	.75	.68
14	112	2.23	193.	.77	.70	.64
13	104	2.40	179.	.72	.65	.60

With a staff of 19 employees processing 250 volumes per day plus additional costs, a total cost per volume can be thus ascertained:

Labor cost (from Table)	$1.050	
Proposed Director	.155	(Salary: $10,000 per year)
Rental & Maintenance	.257	
Telephone	.008	
Supplies Direct	.254	
Supplies Indirect	.044	
Total cost per volume	$1.768	(not including new equipment costs)

Indiana: Crawfordsville Purchasing and Processing Center

A study was made of the costs associated with the operation of the Center by the Crawfordsville Public Library with the result that the charge per volume to member libraries was increased from $.50 ($.45 for each additional copy of the same title) to $1.00 per volume ($.90 for each additional copy of the same title) as of January 1, 1965. The study, based on available accounting records, includes recommendations for changes in record keeping which would make determination of costs more accurate. Among the recommendations are these:

1. The expenses for the Processing Center should be detailed by the same accounts used for the Library Fund.
2. The Subsidiary Ledger should show not only the number of books shipped but also the unit price for which processing was invoiced.
3. Each employee of the Library, whether full-time or part-time, should report the number of hours worked in Library activities and the number worked in the Processing Center.
4. All expenses not directly allocable to the Library Fund or to the Processing Center should be prorated on some reasonable basis.
5. As books are invoiced to other libraries, the Subsidiary Ledger should be posted showing the cost of books, the number of books at each unit processing rate, and the cost of processing. As invoices are paid by the libraries, the receipt of these funds . . . should also be shown in the Subsidiary Ledger.[28]

New York: Suffolk Cooperative Library System

The Suffolk Cooperative Library System made an analysis of costs based upon the processing of 150,000 volumes with costs figured for the following categories:

Salaries allocable to the book processing	$122,800
Fringe benefits	15,000
Cost of supplies	30,000
Indirect costs:	
Rent	3,000
Utilities	1,500
Equipment	16,000
Depreciation of vehicle	1,000
Vehicle operation	500
Total cost to process 150,000 volumes	$189,800
Total cost to produce one volume based upon cost for purchasing 150,000 volumes	$1.265[29]

With processing costs per volume ranging from $.834 to $6.25, critical questioning and evaluation of staff efficiency, of policies, or routines seem to be a continuing imperative.

FOOTNOTES

1. Carhart, *op. cit.*, p. 3.

2. See agreements in Appendix C.

3. Wayne County Library System, Michigan, *Library Trustees Manual of the Wayne County Library System* (Wayne, Mich.: 1963.)

4. Responses extracted from questionnaires distributed to some members of Processing Centers for an anticipated report on "Evaluation of Centers from Viewpoint of Recipient or Cooperating Libraries," for *Library Trends*, July 1967.

5. Blasick, Hank, "Survey of Library Services Center of Missouri, Jefferson City, Missouri." 1965, p. 9. (Mimeographed.)

6. From confidential sources.

7. See agreements in Appendix C; some data from annual reports.

8. Statistics from Mrs. Anna Belle Christy, Administrator, Southwest Missouri Library Service, Inc.

9. See footnote 4.

10. Memorandum from Lester L. Stoffel and Mrs. Elinor Parker, Book Processing Center, Oak Park, Illinois, August 9, 1965.

11. Cost written in agreement in Appendix C. In a letter to the Crawfordsville Public Library Board, February 24, 1965, Donald F. Grier stated that "the present charge of $1.00 per book appears to be adequate."

12. From a confidential source.

13. Eckford, Mary Lathrop, "The Library Service Center of Eastern Ohio; an Experience in Centralized Processing," *Library Resources and Technical Services*, V (Winter 1961), 9. Data on reimbursement from Walter D. Morrill, Administrator.

14. Wayne County Library System, Michigan, *Library Trustees Manual*, p. 16.

15. Northern Colorado Processing Center, "Report of Operations, 1965," p. 2. (Carbon copy.)

16. Crawfordsville Purchasing and Processing Center, Indiana, "Report of the Crawfordsville Processing Center, September 1965," p. 6. (Mimeographed.)

17. Wayne County Library System, Michigan, "44th Annual Report, 1964."

18. Library Service Center of Eastern Ohio, "Comparative Statement of Income and Expenses for Twelve Months Ended December 31, 1964 and 1963."

19. Public Library of Medford and Jackson County, Oregon, "Study of Centralized Processing, 1964-65." (Mimeographed.)

20. See footnote 15.

21. See footnote 16.

22. See footnote 19.

23. Letter from Mrs. Myrtle Carpenter, Supervising Librarian, Public Library Service Center of Southwest Wisconsin, August 24, 1965.

24. New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix A, Table A-10," p. 8. The Table includes an analysis of costs per item to acquire, to catalog title, to catalog item, to prepare, to deliver.

25. Monterey County, California, "Supplemental Report to Performance Standards Study, Monterey County Library Headquarters, October 1965, Annex A."

26. Hood, W. S., "Proposed Procedures for Oak Park Book Processing Center" [and] "Cost Data, Oak Park Book Processing Center" (1965), p. 17.

27. *Ibid.*, p. 20.

28. Grier, Donald F., "Cost Analysis of Book Purchasing and Processing Center, Crawfordsville Public Library." A Report to the Crawfordsville, Indiana, Public Library Board, February 24, 1965.

29. Suffolk Cooperative Library System, New York, "Analysis of Book Processing Costs per Volume, Based upon Production of 150,000 Volumes" (1965?) "Schedule I."

CHAPTER VIII

CHARACTERISTICS: INTERNAL ORGANIZATION AND ACTIVITY

ADMINISTRATIVE ORGANIZATION

The administrative organization of a processing center is similar to that of processing or technical departments of large libraries. In both, if the center offers complete services, the three major areas are: (1) ordering and billing, (2) cataloging and classification, (3) processing and delivery.

The center is formally under the direction of an administrator, usually a professionally qualified librarian, though not always, and responsible either to the director of the library with which the center is associated or to a board of trustees. The administrator's encompassing responsibilities generally are to:

1. Coordinate the work of the three units [or areas].
2. Maintain an even flow of work to and from each department.
3. Investigate trouble spots and take steps to remove them.
4. Recruit and select new personnel.
5. Handle all important complaints and inquiries.
6. Plan improvements in work methods and equipment.
7. Conduct cost, time, and statistical studies.
8. Hold weekly supervisor's meeting [or staff meetings] to discuss production, problems, improvements, etc.[1]

To these may be added the following:

1. Maintain communication with the director of the library with which the center is associated and/or the board of trustees.
2. Foster a liaison relationship with member libraries.
3. Offer guidance on the maintenance of the card catalog within member libraries.

Though in some of the smaller centers the direction of more than one area may be vested in one person, the responsibilities for each area are not only to supervise daily operations but also to:

1. Evaluate operating procedures periodically and improve methods.
2. Keep a list of all supplies needed . . . and advise clerical department when to order.
3. Supervise the employees.
4. Train new personnel thoroughly.
5. Evaluate the work of employees.
6. Keep statistics on the number of mistakes made and take steps to reduce this figure.
7. Keep production report up to date showing the number of books received and the number of books completed by the department. The supervisor should know what the department's quota is per day and should see that it is accomplished.
8. Make necessary reports to the director.
9. Take part in review sessions to familiarize other employees with the duties and requirements of the department.
10. Keep list of vacation times of employees and make arrangements for replacements.
11. Attend supervisor meetings.[2]

Data from three centers, the Book Processing Center, Orlando, Florida, the Book Processing Center, Oak Park, Illinois, and the North Carolina State Library Processing Center delineate the structuring of their centers through (1) a flow chart, (2) an organizational chart, (3) job descriptions.

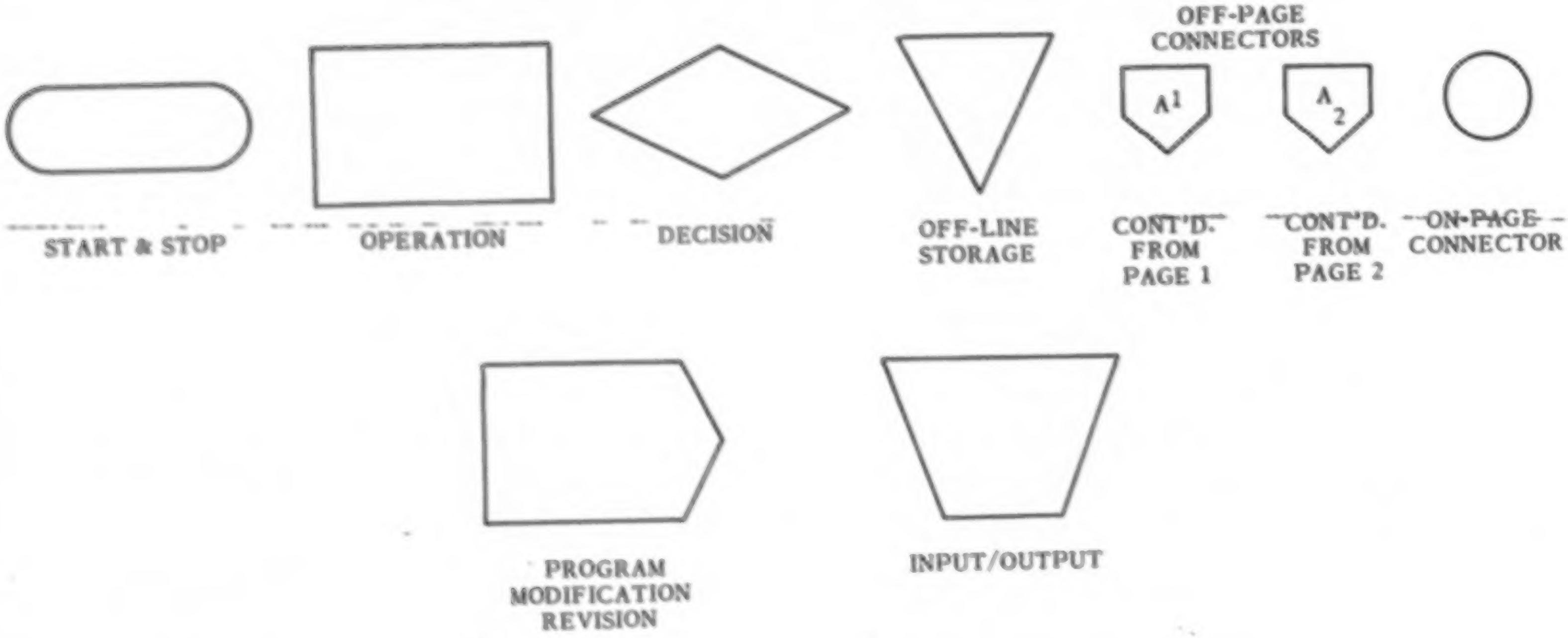
Florida: Book Processing Center, Orlando

The Director of the Center, Mrs. Kathleen J. Reich, has detailed the organizational programming of the Book Processing Center in the accompanying flow chart.

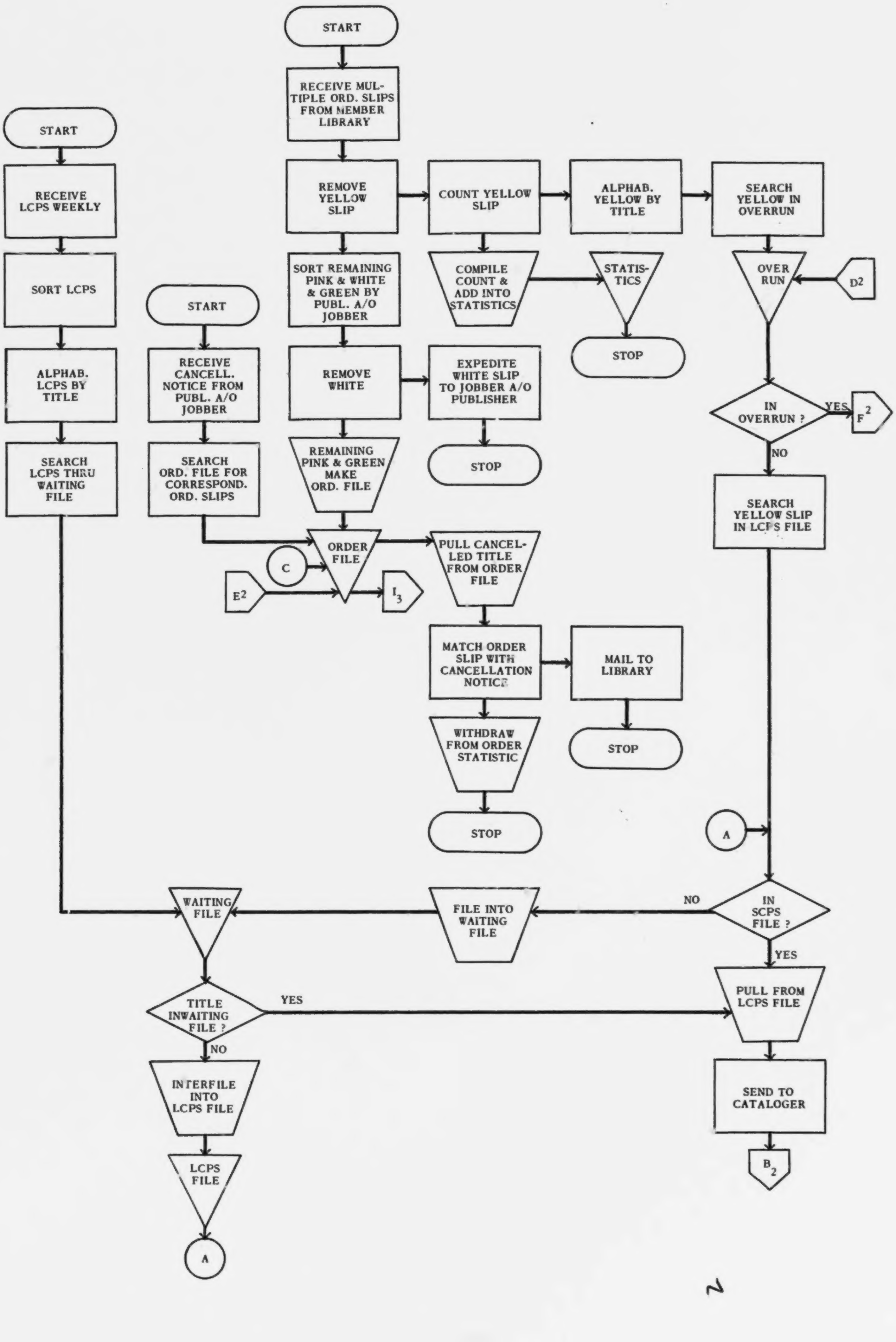
BOOK PROCESSING CENTER
ORLANDO, FLORIDA

Flow Chart
Symbols used in Flow Chart

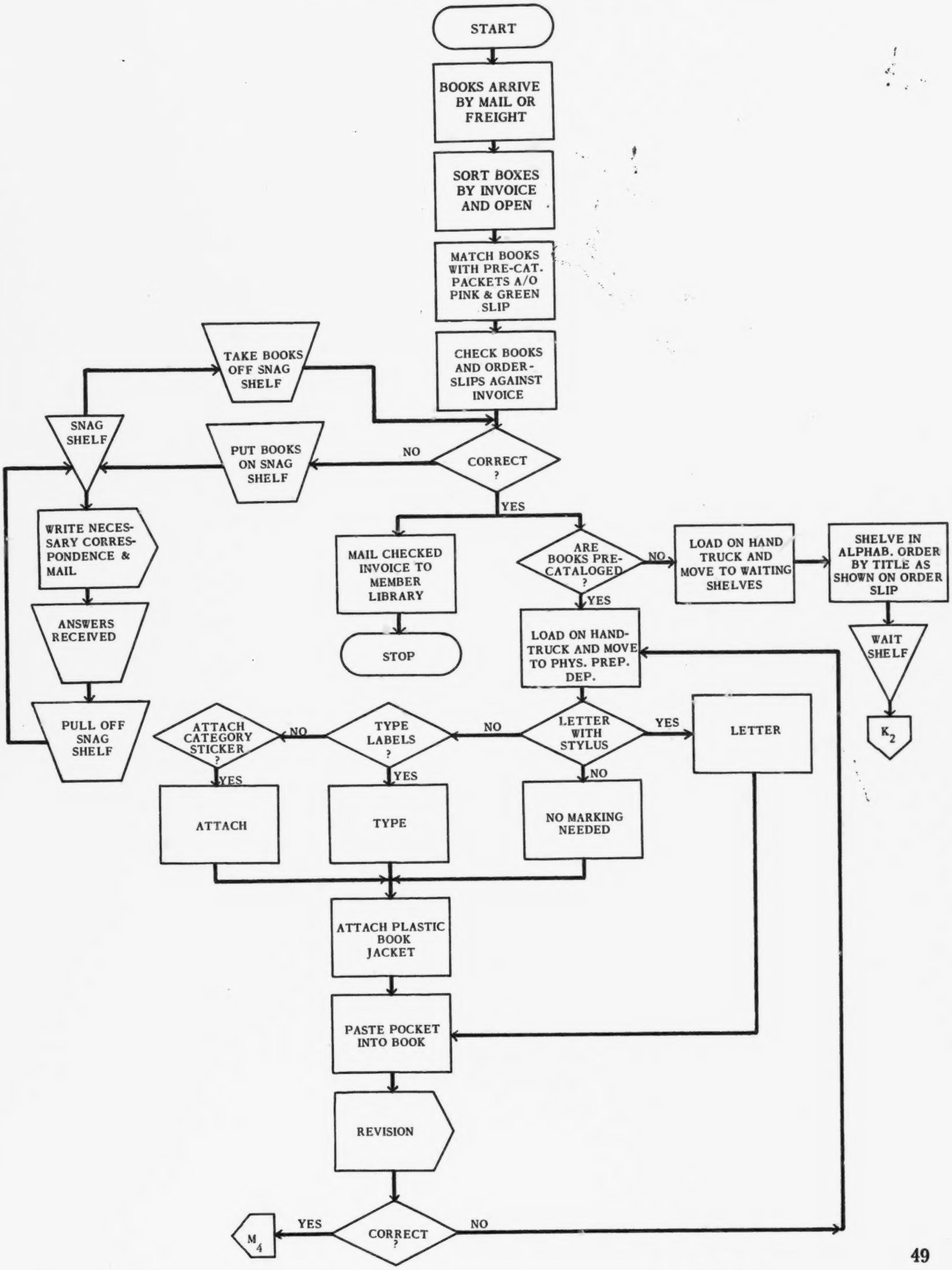
Prepared by: Mrs. Kathleen J. Reich
Director



Book Processing Center, Orlando, Florida

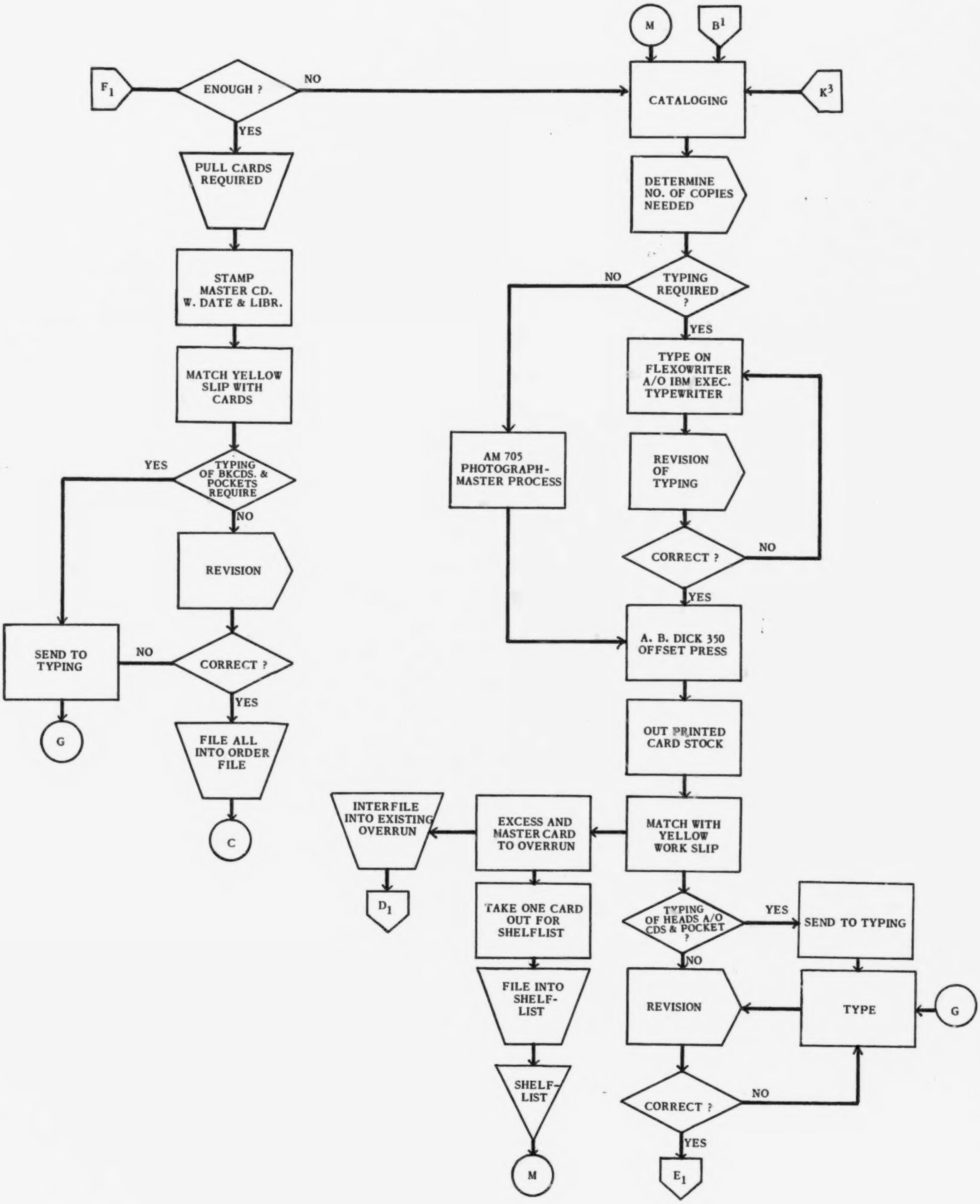

START
RECEIVE MULTIPLE ORD. SLIPS FROM MEMBER LIBRARY
REMOVE YELLOW SLIP
COUNT YELLOW SLIP
ALPHAB. YELLOW BY TITLE
SEARCH YELLOW IN OVERRUN
SORT REMAINING PINK & WHITE & GREEN BY PUBL. A/O JOBBER
COMPILE COUNT & ADD INTO STATISTICS
STATISTICS
STOP
OVER RUN
D2
REMOVE WHITE
EXPEDITE WHITE SLIP TO JOBBER A/O PUBLISHER
STOP
IN OVERRUN ?
YES
F2
NO
REMAINING PINK & GREEN MAKE ORD. FILE
SEARCH YELLOW SLIP IN LCPS FILE
START
RECEIVE LCPS WEEKLY
SORT LCPS
ALPHAB. LCPS BY TITLE
SEARCH LCPS THRU WAITING FILE
START
RECEIVE CANCELL. NOTICE FROM PUBL. A/O JOBBER
SEARCH ORD. FILE FOR CORRESPOND. ORD. SLIPS
ORDER FILE
C
E2
I3
PULL CANCELLED TITLE FROM ORDER FILE
MATCH ORDER SLIP WITH CANCELLATION NOTICE
MAIL TO LIBRARY
STOP
WITHDRAW FROM ORDER STATISTIC
STOP
A
WAITING FILE
FILE INTO WAITING FILE
NO
IN SCPS FILE ?
YES
TITLE INWAITING FILE ?
YES
NO
PULL FROM LCPS FILE
INTERFILE INTO LCPS FILE
SEND TO CATALOGER
B2
LCPS FILE
A

Book Processing Center, Orlando, Florida


START
BOOKS ARRIVE BY MAIL OR FREIGHT
SORT BOXES BY INVOICE AND OPEN
MATCH BOOKS WITH PRE-CAT. PACKETS A/O PINK & GREEN SLIP
CHECK BOOKS AND ORDER-SLIPS AGAINST INVOICE
TAKE BOOKS OFF SNAG SHELF
SNAG SHELF
PUT BOOKS ON SNAG SHELF
NO
CORRECT ?
YES
WRITE NECESSARY CORRESPONDENCE & MAIL
ANSWERS RECEIVED
PULL OFF SNAG SHELF
MAIL CHECKED INVOICE TO MEMBER LIBRARY
STOP
ARE BOOKS PRE-CATALOGED ?
NO
YES
LOAD ON HAND TRUCK AND MOVE TO WAITING SHELVES
SHELVE IN ALPHAB. ORDER BY TITLE AS SHOWN ON ORDER SLIP
WAIT SHELF
K_2
LOAD ON HAND-TRUCK AND MOVE TO PHYS. PREP. DEP.
LETTER WITH STYLUS
YES
LETTER
NO
NO MARKING NEEDED
NO
TYPE LABELS ?
YES
TYPE
NO
ATTACH CATEGORY STICKER ?
YES
ATTACH
ATTACH PLASTIC BOOK JACKET
PASTE POCKET INTO BOOK
REVISION
CORRECT ?
YES
M_4
NO

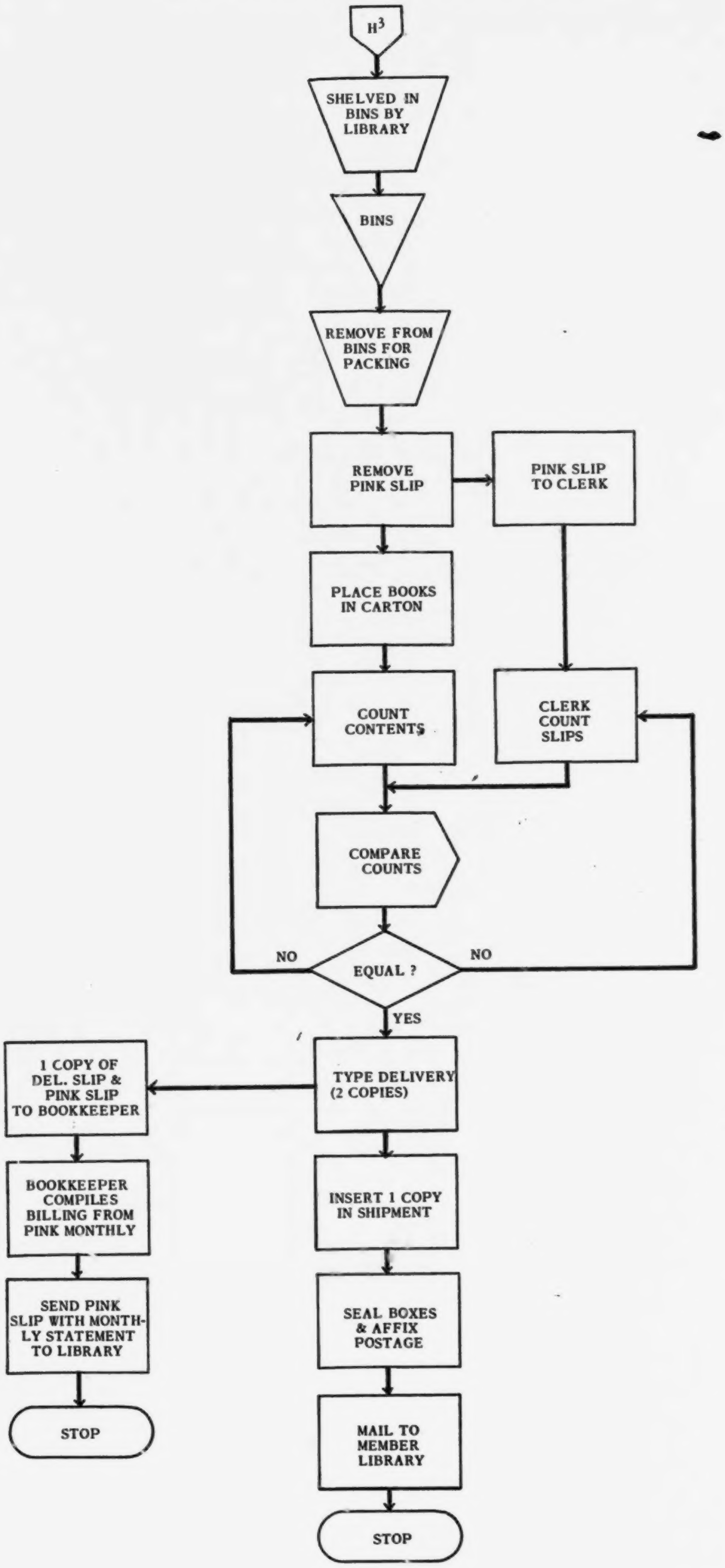
]

Book Processing Center, Orlando, Florida



F1
ENOUGH ?
NO
YES
PULL CARDS REQUIRED
STAMP MASTER CD. W. DATE & LIBR.
MATCH YELLOW SLIP WITH CARDS
TYPING OF BKCDS. & POCKETS REQUIRE
YES
NO
REVISION
SEND TO TYPING
NO
CORRECT ?
YES
G
FILE ALL INTO ORDER FILE
C
M
B1
CATALOGING
K3
DETERMINE NO. OF COPIES NEEDED
NO
TYPING REQUIRED ?
YES
TYPE ON FLEXOWRITER A/O IBM EXEC. TYPEWRITER
AM 705 PHOTOGRAPH-MASTER PROCESS
REVISION OF TYPING
CORRECT ?
NO
YES
A. B. DICK 350 OFFSET PRESS
OUT PRINTED CARD STOCK
INTERFILE INTO EXISTING OVERRUN
EXCESS AND MASTER CARD TO OVERRUN
MATCH WITH YELLOW WORK SLIP
D1
TAKE ONE CARD OUT FOR SHELFLIST
TYPING OF HEADS A/O CDS & POCKET ?
YES
SEND TO TYPING
NO
FILE INTO SHELF-LIST
REVISION
TYPE
G
SHELF-LIST
CORRECT ?
NO
YES
M
E1

Book Processing Center, Orlando, Florida


H³
SHELVED IN BINS BY LIBRARY
BINS
REMOVE FROM BINS FOR PACKING
REMOVE PINK SLIP
PINK SLIP TO CLERK
PLACE BOOKS IN CARTON
COUNT CONTENTS
CLERK COUNT SLIPS
COMPARE COUNTS
NO
EQUAL ?
NO
YES
1 COPY OF DEL. SLIP & PINK SLIP TO BOOKKEEPER
TYPE DELIVERY (2 COPIES)
BOOKKEEPER COMPILES BILLING FROM PINK MONTHLY
INSERT 1 COPY IN SHIPMENT
SEND PINK SLIP WITH MONTHLY STATEMENT TO LIBRARY
SEAL BOXES & AFFIX POSTAGE
STOP
MAIL TO MEMBER LIBRARY
STOP

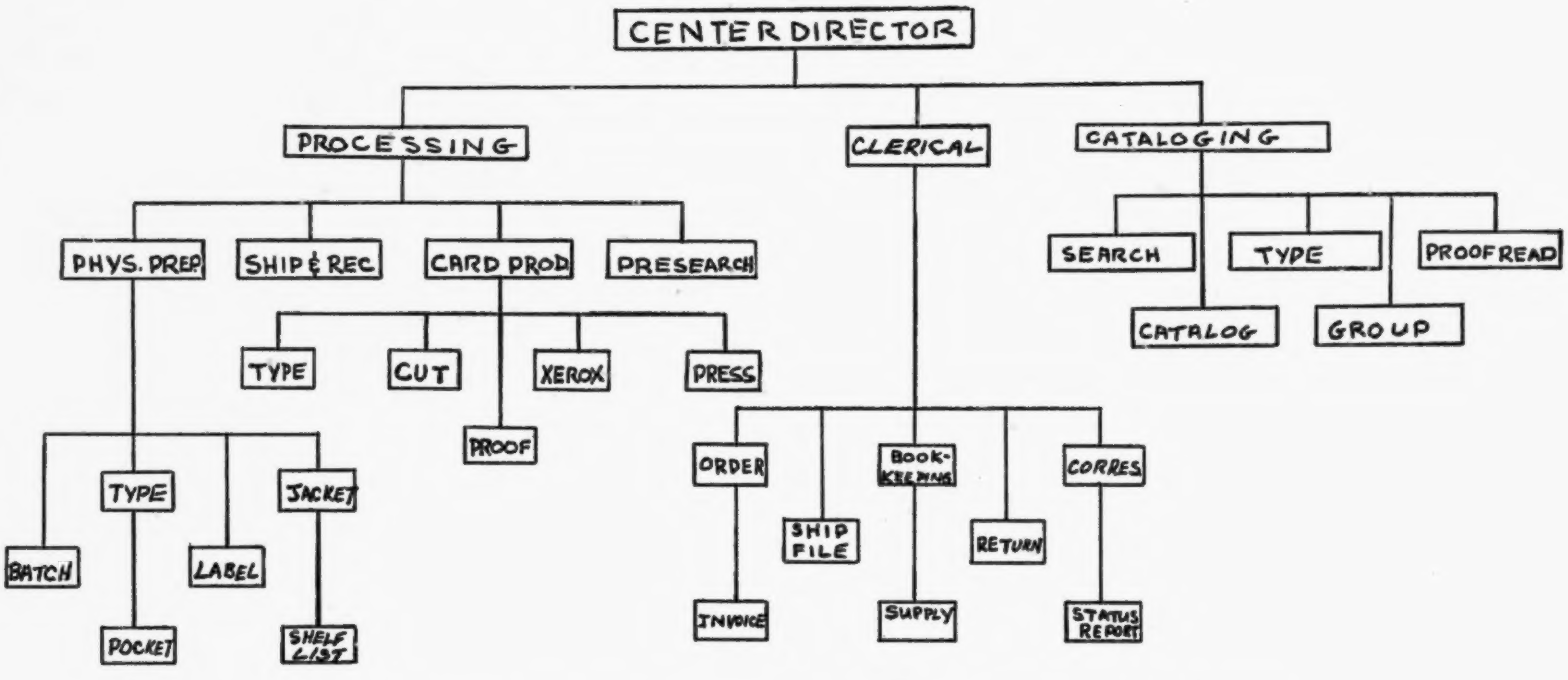
Illinois: Book Processing Center, Oak Park

Among the centers which have evaluated and revised their programs is the Book Processing Center, Oak Park. The resultant "Proposed Procedures" recommend that there be three areas: clerical, cataloging, and processing. (The "clerical" area would be the equivalent to the major area identified earlier as "ordering and billing.") A further recommendation is that there be a director and three supervisors, each responsible for one of the three areas. The organization chart, depicting the duties of each area, follows.

2. Assistant Librarian (Librarian I).
   Works with Director in establishing procedures of operation. Directs flow of books through the Center. Compiles orders for jobbers. Corresponds with jobbers concerning shorts, replacements, errors. Supervises Library of Congress proofs file, order files, and processing slip files. Checks all orders with holdings file to see if book has been previously ordered. If book is in holdings file, gives to Steno to pull catalog card stock. If no stock is available, determines number of cards to be duplicated and gives to Xerox clerk. Supervises procedure for handling incoming books. Checks all processed books for accuracy. Checks accuracy of all monthly statements before they are mailed to the libraries.

ILLINOIS: BOOK PROCESSING CENTER

Administrative Organization Chart



Source: "Proposed Procedures for Oak Park Processing Center," by W. S. Hood.[3]

North Carolina: State Library Processing Center

The Center in its *Development and Procedures* has distinguished between professional and clerical duties by its job descriptions for the positions within the Center. From the job descriptions the administrative structuring emerges vertically rather than progressively as in the flow chart from Florida. The job descriptions follow.

North Carolina: State Library Processing Center

Job Descriptions

A. *Professional.*
   1. Director (Librarian III).
      Administrator-Cataloger. Organizes, directs and supervises whole operation. Develops policies for Processing Center in framework for total State Library program. Trains personnel, and does professional work of classifying, descriptive cataloging, or adapting printed cards. Revises cataloging before cards and pockets are run. Supervises work of typists.

B. *Clerical.*
   1. Steno-Bookkeeper (Steno II).
      Keeps financial records and bills libraries monthly. Takes dictation and writes letters. Compiles statistics. Assembles catalog card sets from catalog card stock file. Maintains holdings file. Checks incoming books with purchase order and invoice and determines exact cost of book including postage. Checks invoices for accuracy. Responsible for ordering and maintaining supplies.
   2. Xerox-Multilith Clerk.
      Xeroxes and multiliths all catalog cards to be duplicated. Multiliths book cards and pockets for all titles for which there are more than 2 copies. Xeroxes invoices for Center and material for State Library as occasion arises. Cuts card stock.
   3. Typist II.
      Assists Xerox-Multilith clerk in operation of machines. Types Multilith masters for book cards and pockets and for catalog cards for which there is no Library of Congress proof-slip. Types call number and revisions of proof-slip. Compiles holdings cards and checks those libraries ordering a specific title.

4. Typist I.
   Types headings on printed cards. Types cards and pockets for less than three copies of a title. Checks accuracy of catalog cards. Types complete catalog card sets for many single copies. Files.
5. Typist I.
   Types headings on printed cards. Types cards and pockets. Letters all prebound and reference books. Files.
6. Shipping Clerk (Clerk II).
   Packs, addresses, and stamps all shipping. Keeps record of postage. Delivers shipping to postoffice. Pastes pockets in books. Assists in checking in and checking out procedures. Shelves books for which cards are not ready.
7. Jacketing Clerk (Typist I).
   Types call numbers on spine labels. Tapes plastic jackets on all books which are not reference or prebound. Assists in typing and other areas as needed and work permits.

STAFF

The staffs of processing centers differ in size and in the ratio between professional or professionally designated staff and clerical/sub-professional. The concentration of duties within the center, such as those relating to ordering, receiving, processing, and delivery readily justify the larger size of the latter staff. Since it is traditionally in the area of cataloging and classification where professionally qualified librarians are needed, some explanations for the small professional staffs are:

1. Limited budgets of some centers create a dependence on local talent available which is usually sub-professional or clerical.
2. Pre-cataloging programs, designed to have the cards awaiting the arrival of the books, emphasize the general *acceptance* of data from printed sources with minimal and sometimes no consultation of the book being cataloged. There may be shuffling or deletion of data but little additional data.
3. Little original cataloging is necessary because of decisions made concerning the types of materials to be cataloged, generally current trade publications.
4. Cataloging title by title with little emphasis on integrated catalog structures lessens the need for subject knowledge.

With these limitations, one may conclude that many processing centers, other than those associated with large libraries which require original cataloging, are really *copying* centers rather than cataloging and classification centers.

In some centers the staff may be the same as that of the library with which it is associated, as in the Nevada State Library Cooperative Processing Center or in the Pioneer Library System, New York. In at least one Systems program in New York, the Mohawk Valley Library Association, the Schenectady County Public Library, which is the Systems Central Library, maintains its own Acquisitions and Processing Department.[4]

Size of staff and volumes processed

When the New York State Library issued its *Centralized Processing for Systems of Libraries,* it anticipated that the staff necessary for handling 4,000 new titles, 40,000 volumes a year might consist of two professional librarians and 4 clerical assistants,[5] or the frequently cited ratio of two clericals for one professional. Such a ratio seemingly never has been found necessary or it has not yet been attained in the centers. Moreover, there seems little relationship between the size of the staff and the items processed as the following statistics suggest:

Center	*Staff* *Professional*	*Clerical*	*Items Processed*
Florida: Book Processing Center	1	14 full time 2 part time	106,381 (in 1964/65)[6]
California: Stockton-San Joaquin County Public Library	3	13	30,000 (annually)[7]
New York: Westchester Library System	3½ 1 pre-	17	91,712 (in 1964)[8]
North Carolina: State Library Processing Center	2	11½	88,589 (in 1964/65)[9]

Staff positions and qualifications

In response to the question, "What kinds of people do you employ in your center?" eight respondents to the Missouri questionnaire enumerated as follows:

Center (Code no.)	*Staff* *Professional*	*Clerical*
1	0	1 supervising clerk 1 account clerk 3 intermediate clerks 1 clerk
3	1 (cataloger and supervisor)	1 order clerk 1 machine operator 3 clerks
4	2 (catalogers)	3 library assistants 2 typist clerks 3 clerical assistants 3 pages ⅓ book mender
5	1 supervisor 1 cataloger	2 senior typist clerks 2½ intermediate typist clerks 3 junior typist clerks 1 stock clerk
6	3¼	1 senior clerk 3 intermediate clerks 5½ junior typist clerks 2 pages 1 account clerk 1 driver
7	1 (administrator) 1 (cataloger)	6 (including driver)
18	0	3
22	1	1 bookkeeper clerk 2 part-time typists 2 part-time pages

In some centers the qualifications of the staff must conform to Civil Service regulations, to the standards of the State Personnel Department, or to the standards of the library with which the center is associated. One center, which noted that its staff was composed of "high ranking high school girls only," excluded, it is to be hoped, the director! While the answers to the Missouri question, "What education or technical skills do they [the staff] possess?" were not consistent, they do emphasize clerical skills rather than professional qualifications and knowledge of cataloging and classification. Among the responses were these:

Clerical and supervisory skill.
Supervisor is graduate librarian; others must be typists.
High school education and typing.
Ranging from MLS to high school.
None had previous library experience.

Had the question asked for personal qualifications, undoubtedly flexibility and adaptability in acceptance of assignment would have been cited. While always desirable, these traits are especially necessary in some centers where there is a flow of staff as well as a procedural flow of materials. Such a dual flow lessens the blockage due to the uneven patterns of receipt of materials. The plan has been used with seeming success in the Book Processing Center, Orlando, Florida, and in the North Carolina State Library Processing Center. A similar proposal was recommended to the Stockton-San Joaquin County Public Library when its Technical Services Department was surveyed. The recommendation which was promptly implemented was:

> Set up a clerical pool. Train the clerks in most of the Departmental routines so that they can be shifted around as work loads increase in one section or another.[10]

From the administrators of each center interviewed, came only the highest praise for the morale, spirit, and industry of the staffs which quickened the exit of materials from the center.

MEMBERSHIP AND VOLUMES PROCESSED

Membership

Not only do processing programs vary considerably both in membership and in volumes processed, but also there is little relationship between the number of members and the number of volumes processed. In New York within the Systems complex, other than in New York City, membership ranges from nine in the Mohawk Valley Library Association to 69 in the North Country Library System. The range reflects population density rather than arbitrary geographic units since each System is designed to serve a minimum of about 200,000 people. The North Country Library System which is more than three times the square mile area of Mohawk Valley has many small libraries within its sparsely populated clusters.

In the Missouri questionnaire the membership pattern emerged as follows:

*Number of members**	*Number of centers*
1-5	4
6-10	6
11-15	2
16-20	2
21-25	3
26-30	3
31-35	0
36-40	0
41-45	0
46-50	1
51-55	1
56-60	0
61-	1

The two extremes are represented by one library which through contract with the State Board of Library Commissioners, processes the books for three bookmobiles and by the Michigan State Library which furnishes sets of catalog cards for "approximately 100 libraries in 20 public library systems and one university library."[11]

Because this is still the nascent period the current number is not so important. There has been and no doubt will continue to be some fluctuation in membership but thus far each drop-out has generally been offset by an add-to. In spite of this fluctuation, there is some degree of satisfaction with the present membership since in answer to the question on the Missouri questionnaire, "Do you attempt to secure new members?" the response was: 13 *no;* 7 *yes;* 3 *no answer.* The apparent complacency was negated somewhat by the response to the question, "Do you have plans for the future growth and development of your Center?" wherein 18, out of the 23, incorporated plans for expanding membership. Among the plans were these:

Could expand to include city libraries . . .
Probably will become a "systems" processing center for two more systems under . . . legislation just passed.
Hopefully to include 111 libraries belonging to System.

Volumes Processed

Practically it is less the number of members than the number of volumes processed which is the survival factor and a more reliable index to the as yet unanswered question of optimum size.

---

* The numbers are not always accurate since the centers reported differently, for example, one indicated a membership of 8 library systems and another five plus branches.

Again data from the Missouri questionnaire indicate the following annual processing figures:

Number of volumes processed	*Number of centers*
- 5,000	2
5,001- 10,000	4
10,001- 20,000	3
20,001- 30,000	3
30,001- 40,000	0
40,001- 50,000	1
50,001- 60,000	2
60,001- 70,000	4
70,001- 80,000	2
80,001- 90,000	1
90,001-100,000	0
100,001-	0
No report	1

Further detail indicates that the number of volumes processed has little to do with the number of members as the following extract indicates:

Number of members	*Number of volumes processed*
2	7,500
4	66,000
5	20,000
7	53,501
7	25,000
15	22,000
22	8,000
25	80,000
30	82,500
46	10,248
53	80,000

The individualized data, included in the preceding chapters, on the New York Systems and types of libraries indicate further the lack of relationship between number of members and number of volumes processed. Some of the data, arranged by type of program,[12] would suggest further that type itself as defined in this study is of little consequence. Evidence to the contrary is to be found elsewhere, however, particularly in regard to the autonomous and to the multiple service programs.

Programs	*Number of members*	*Number of volumes processed*	*Year*
AUTONOMOUS			
Missouri:			
Library Service Center	21	50,991	1964
Southwest Missouri Library Service, Inc.	12	29,177	1963/64
Ohio:			
Library Services Center of Eastern Ohio	28	54,891	1964
NEO-DEPARTMENTAL			
Within local or county libraries:			
California:			
Black Gold Cooperative Library System Processing Center, Ventura	7	53,501	1964
Monterey County Library	7	25,000	annually
San Mateo County Library	5	63,583	1964/65
Stockton-San Joaquin Library	4 counties	66,000	1964
Florida:			
Book Processing Center, Orlando	17	106,381	1964/65
Indiana:			
Crawfordsville Purchasing and Processing Center	40	18,602	1964/65
Maryland:			
Eastern Shore Processing Center	22	82,520	1964/65
Minnesota:			
Anoka County Library	8	26,000	1963
Oregon:			
Medford and Jackson County Public Library	3	19,845	1964/65
Within State Libraries:			
California	21	53,291	1964/65
Georgia (card service only)	32 regional public 1,500 schools 2 school systems	[95,817 sets of cards 328,338 sets of cards]	1965/66
Hawaii	45*	200,000 (about)	1964/65
Michigan (card service only)	125	[100,000-200,000 sets of cards weekly]	
Nevada	10	4,472	1964/65
New Hampshire (card service only)	153	[400,000 sets of cards]	
North Carolina	53	88,589	1964/65

* With the addition of the processing for schools (about 250), the Hawaii State Library anticipates a total of 400,000 volumes in 1965/66.

Programs	*Number of members*	*Number of volumes processed*	*Year*
MULTIPLE SERVICE			
California:			
North Bay Cooperative Library System	16	58,183	1964/65
Michigan:			
Wayne County Library System	25	74,376	1963/64
New York:	In 1963:		
Buffalo-Erie	26	165,588	1964 or 1964/65
Finger Lakes	25	33,163	
Mid-York	37	43,348	
Mohawk Valley	9	27,985	
Nassau	47	153,165	
Nioga	18	44,359	
North Country	69	25,348	
Pioneer	62	113,666	
Southern Adirondack	25	22,261	
Suffolk	36	79,195	
Westchester	37	91,712	

In the analysis by type of program the number of volumes processed ranged from a low of less than 20,000 to a high of about 200,000. Such a range strongly suggests that many of the centers are too small even though they may well be making a contribution at present. Of the five programs which have surpassed the 100,000 mark, three are in New York State, one in Florida, and one in Hawaii. Several other programs indicated, however, that they expected to exceed that mark within the year 1966. Just what the minimal optimum mark should be, in terms of cost, efficiency, and quality, remains speculative but it will continue to be an escalating figure as newer technologies make procedures more effective.

Survival rather than an optimum figure for volumes processed was a dominant factor in the creation of some of the centralized processing programs, especially in the autonomous and in some of the neo-departmental structures. However, as the New York Systems pattern emerged, the New York State Library issued a guide on *Centralized Processing for Systems of Libraries* which included data on a hypothetical system serving about 200,000 people, the population required for full approval for a system, and involving 50 libraries. While no reference was made to optimum output the data cite "4,000 titles, 40,000 volumes added per year" with the system performing full processing services.[13] In less than ten years, however, the systems structure for processing has been appraised and found wanting. The New York Survey includes as a major finding:

> There appears to be a curvilinear relationship between the number of items processed in a centralized processing operation and the cost per item of doing the processing. The most uneconomic volume appears to be about 100,000 items annually. As the volume decreases from that figure or increases from it, at least up to 400,000 items, the cost per item tends to decrease.[14]

Even while New York hypothesizes, the Hawaii State Library announces its near attainment in 1965/66 of the 400,000 volumes for which it offers *full* processing services through one center.[15]

Meanwhile, as optimal output figures for volumes processed fluctuate, a correlative and predetermining factor is that the number of volumes processed depends on the book budgets of the member libraries, the materials cataloged through the center, and the processing charges, if any, incurred by each member library.

FOOTNOTES

1. Hood, *op. cit.*, pp. 12-13.

2. *Ibid.*, p. 12.

3. *Ibid.*, p. 15.

4. Letter from Miss E. Leonore White, Director, Schenectady County Public Library, New York, October 4, 1965.

5. Berry, R. Edwin, *Centralized Processing for Systems of Libraries* (Albany: New York State Library, Library Extension Division, n.d.), p. 6.

6. Letter from Mrs. Kathleen J. Reich, Director, Library Book Processing Center, Orlando, Florida, January 7, 1966. Data on items processed from annual report.

7. Letter from Mrs. Margaret K. Troke, Director of Library Services, Stockton-San Joaquin County Public Library, California, November 12, 1965.

8. Publicity from Westchester Library System, New York, Rudi Weiss, Chief, Technical Services, May 1965.

9. Letter from Mrs. Marion M. Johnson, North Carolina State Library Processing Center, December 10, 1965. Data on items processed from annual report.

10. See footnote 7.

11. Letter from Miss Genevieve M. Casey, State Librarian, Michigan State Library, December 16, 1965, gives membership as "125 libraries affiliated with 22 systems."

12. Data extracted from Chapter VI, "Centralized Processing: Centers and Services by Type," except for that on the New York Systems which agree with the figures in *Centralized Processing for the Public Libraries of New York State*, "Appendix A, Table A-5," p. 7.

13. Berry, *op. cit.*, p. 8.

14. New York State Library, *Centralized Processing for the Public Libraries of New York State*, p. 3.

15. Hunt, James R., "Centralization & Conveyors Save $110,000 at Library," *op. cit.*

CHAPTER IX

CHARACTERISTICS: MEMBERSHIP

Each system and/or center program is a composite of the profile of each member. To the degree that individualism or custom requests are considered, membership fragments its goal of standardized, if not centralized, processing. By participating the members at the same time acknowledge some awareness of the needs of their libraries and a flexibility of view in endorsing, if not fully accepting, the decisions implemented by the centers.

While statistics on membership can be regarded as merely indicative of the trend toward centralization, participation by over 1,000 libraries implies more than an experimental involvement in the present phase. Within the 19 systems of New York (omitting those in New York City) membership numbers 647. Total membership represented within the 23 programs or centers which responded to the Missouri questionnaire was 474 though the number might be different if each had reported in similar terminology. Since no New York systems participated in the Missouri questionnaire, the figure of more than 1,000 was easily obtained by adding the two membership figures. Membership within the programs identified by type in Chapter VI is more than 700, though again the number would have been larger had the same measurement been used, for example, the number of libraries within a county or a system being served. Omitted from the total is the membership of the State Library programs of Georgia, New Hampshire, and Michigan which furnish catalog card service only to their libraries.

Membership ranges from small, isolated libraries to libraries of such size and prestige as the Albertson Public Library, Orlando, Florida, the Rochester Public Library, Rochester, New York, and the Buffalo-Erie County Public Library, New York, each of which is the sustaining member of its centralized program. The milieu of one of the bibliographically deprived areas has been described graphically as follows:

> There are twenty-five public libraries open to the public from 1 to 51 hours a week. Only one of these employs a professionally trained librarian and at least four of the libraries are staffed by volunteers.[1]

Another summary reveals an equal poverty of books and services:

> All but two of these 10 libraries are very small, open to the public anywhere from 8 to 50 hours a week. None employed, then or now, a full time cataloger. Such 'processing' as was done by the majority fell far short of the minimum standards. Most of the libraries are managed by part-time untrained persons. There has been no reduction in staff anywhere except in a village of 12,000, the largest in . . . County, where there were two professional librarians and now only one.[2]

While there are many characteristics of the member libraries which could be studied, this chapter will consider these aspects: (1) types of member libraries; (2) book budgets of and books processed for member libraries; (3) distance of member libraries from centers; (4) participant satisfaction; (5) agreements signed by member libraries.

Types of Member Libraries

An uncertainty manifests itself in terms of the types of libraries to include in one center. Should they be all of one type; combinations such as public and school, school and community colleges, public and academic, college and university; or all types? Within the 23 centers responding to the Missouri questionnaire, the following types are included:

Types	*Number of Centers including*
Public (including city, county, regional)	13
Public and school	4
Public and state agencies	2
Public and college/university	2
Public, school, and academic	1
Public and some institutions	1
	23

Thus while the majority of those responding include only one type the reality of multi-types is evident. The response supports the view in the Bundy report on *Public Library Processing Centers* wherein 14 centers "commented on the desirability of keeping membership limited to similar types of libraries."[3] Recently, however, increasing attention has been focused on the combining of processing services for school and public libraries and, in some instances, of school, public, and academic libraries.

Including schools—While in the same report on *Public Library Processing Centers,* 18 out of 29 centers felt that it was "feasible to combine processing for school and public libraries in one service,"[4] less enthusiasm was expressed in New York State for such a combination. In a study on the *Feasibility of School and College Library Processing Through Public Library Systems in New York State,* the following views were expressed by the 47 public school systems returning questionnaires:

34 or 72%	Saw an advantage in centralization of acquisitioning and processing of school library materials on a statewide basis.
12 or 26%	Saw no advantage.
1 or 2%	Said any advantage would depend on the way in which such an operation was organized.[5]

Significantly, of the 43 school systems expressing a preference as to type of processing facility, 33 or 77 per cent chose one which would serve school libraries alone. The impact of this preference can be seen in the recommendation in *Centralized Processing for the Public Libraries of New York State* that:

> The reorganized processing and cataloging arrangements should at first serve only the public libraries of the state. Only after the system is operating smoothly should consideration be given to accepting the added volume and other complications implicit in serving other constituencies such as the school libraries.[6]

As one State indicates preferences, another has moved boldly toward a statewide program of school and public library processing. In Hawaii the State Library, serving 45 public libraries, recently extended its program to include about 250 schools. With the addition of the schools the State Library anticipates a total of 400,000 volumes. These statistics would rank Hawaii "second only to the number ordered by New York City's huge unit."[7] An assessment has not been made of the service which represents the largest centralized processing program yet undertaken. Further reports are awaited, however, on the environmental factors which created the response, the problems involved in the combination itself and in the ever upward spiraling of number of volumes processed.

On a smaller scale but with equal enthusiasm, the Wayne County Library System in Michigan, announced in March 1965 the establishment of a "Resource Center to enrich the program of the school library."[8] According to the contract, the cost per volume processed is to be $1.20 (plus net price of book).

Among other centers now including schools are the Pinal County Free Library in Arizona, the Crawfordsville Center in Indiana, the Oak Park Center in Illinois, and the Library Services Center in Eastern Ohio. For Oak Park the inclusion created grave problems and after an unsatisfactory experimental period, the high school libraries withdrew by mutual consent. (Two elementary libraries retain membership at present.)

Objection has been made to the inclusion of the schools as non-members in the Library Service Center of Eastern Ohio because of the special favors granted to them. One member commented in response to a questionnaire:

> I resent the situation in which non-member schools receive custom cataloging—in that their children's books are cataloged more according to Wilson headings and numbers while members receive the unrealistic LC children's book headings.
> I believe that members' orders should take precedence over non-members! I did not think so at first.[9]

For the special service, however, non-members pay $.25 more than members.

In contrast the North Carolina State Library Processing Center has had a more favorable reaction to its school library member:

> Our one school . . . has worked very nicely into our situation. They have not made any special demands and we charge them the regular processing fee of $1.00 per volume. We have processed quite a few books for them. . . . No custom cataloging is done. I do wonder about the Library of Congress subject headings; however, they must be working out all right, for there has been no request for changes.[10]

Thus there seems to be no simple solution to the problem of combining the processing programs. Because, however, of the Elementary and Secondary Act (ESEA) monies, it is imperative that school libraries be considered as possible participants in centralized processing programs as integrated, associated, or completely disassociated units. Both the State Libraries of Michigan and Wyoming have noted that extension of service is under consideration. The Ohio State Library has already extended its cataloging and processing services to school libraries.

Including other types.—The extension of services to different types of libraries has indicated some bibliographical concern for institutions seeking help. At the same time, as of this date, the extension may be tinged with some concern for financial security. Some centers have frankly stated their need for more funds, among them the Southwest Missouri Library Service, Inc., which, having completed a special project for the State Library at considerable inconvenience to its own members, justified it on the basis that the processing had been of

> inestimable value to the Center in many ways. Not only did we make enough money to cut your fees considerable [sic] but we were made aware of the solid foundation of this Center.[11]

In New York, the Nioga System has contracted with two academic institutions and endorsed a policy that differs from regular routines, for a special charge of $1.55 per volume processed. Suffolk has included as non-members another system and several school libraries which pay $.90 per volume, "a charge which is advantageous to them and allows us a small profit to plow back into our own service to member libraries."[12]

In Ohio, the Ohio State Library reports the inclusion in its processing services of the Dayton Branch of Ohio State University and Miami University. The use of the Library of Congress Classification makes it a very special assignment which contributes to the charge of $1.09 per volume. The Center offers its cataloging and processing services to all college libraries interested in it.

In contrast, as early as 1963 the Monterey County Library, California, was advised that the efficiency of its program would be increased significantly if, among other things, it would "exclude special purpose libraries, such as Monterey Peninsula College Library from its system."[13] Seemingly no action has been taken for the College was a member in 1965. Meanwhile when an inquiry was made among college libraries in New York, about a joint centralized processing program, there was resistance to one encompassing more than one type of library. Of 49 colleges responding, 40 or 82 per cent saw an advantage in statewide centralization; yet of the 40, 33 or 82 per cent expressed a preference for a center serving college libraries only.[14]

Despite the traditional reluctance toward unity of processing there is statistical evidence that there is a duplicative acquisitional pattern of varying degrees among the different types of libraries and that continuing objective appraisals must be made to clarify the presumed advantages of one centralized cataloging center, if not necessarily one complete processing center.

The future.—The processing problem is not unique to public libraries but since experimentation has been largely within this area, the decisions of public libraries for the future will be under scrutiny. One decision must relate to the type or types of libraries to be included in one program; another to the standardization of policies and procedures. In formulating plans the presumed influence of variables such as milieu, size, function, budget, and clientele of each library must be weighed against duplicative patterns and standardization which must ignore variables.

Among the alternatives for action within a geographic area: (1) to create one processing center to serve all types of libraries; (2) to create a center with divisional sub-structure by type of library; (3) to create centers by types of library; (4) to create within a state one cataloging center with strategically located book depots for ordering and final processing; (5) to create within a state one ordering and cataloging center with strategically located book depots for final processing.

That some attention has been given to the problem in libraries other than public can be seen in Colorado where the Association of State Institutions of Higher Education sponsored a study which recommended that "seven libraries establish a Center to perform some of their technical service functions";[15] in Florida where a plan for centralized processing for junior colleges is being considered; and in Vermont where the University of Vermont is ordering and processing for the State Colleges.[16]

Meanwhile surveys of public library centralized processing programs have begun to suggest exploration of one center for more than one type of library. In the New York survey, for example, consideration was given, as has already been noted, to the feasibility of contracting for college and school library processing services. The California survey includes as one of its service activities that "school and college libraries . . . be considered as possible participants in centralized processing units."[17]

Thus far centers which have attempted to encompass multi-type libraries appear not to have been too successful. Perhaps the Hawaii State Library and the Wayne County Library in Michigan will demonstrate the advantages in their programs. It must be recognized, however, that expedient strategy or demands of the moment, rather than purposeful planning, fostered some of the present extensions of service. Such action should not deter future experimentation. It is to be hoped, however, that, in planning, optimum service to each type of library be the compelling force toward unified or individualized centralized programs and not merely the potential of data processing techniques.

Book Budgets of and Books Processed for Member Libraries

While the total budgets of libraries are readily available, the actual allocation to centralized processing reveals more clearly the financial involvement of a library with a program or a center. As do total budgets, the budgets for books or the number of books processed reflect great divergencies in the size of member libraries and, perhaps, the quality of service though this study is not designed to measure the latter.

Range of budgets.—From the following data it can be seen that no budget can presumably be too small or the number of books processed too few for membership if a library views participation as desirable.

Range of Budgets for Centralized Processing
(from sample libraries)

Budgets for C. P.[18] *Range*		*Library*	*Year*
Low	*High*		
$33.80	$11,069.48	Crawfordsville Processing Center, Indiana	1964/65
59.94	34,783.10	Mid-York Library System, New York	1964
193.57	61,179.03	Four County Library System, New York	1964
438.76	6,042.90	Mohawk Valley Library System, New York	1964 (?)
2,957.50	90,298.00	Book Processing Center, Orlando, Florida	1964/65

While it may well be that no library's budget could be too small to participate, it may be that a library could be too large unless it were the affiliated or responsible body or unless the concept of statewide centralized processing centers became reality. For example, in the Pioneer Library System in New York, the Rochester Public Library acquired almost half of the volumes processed and in the Buffalo-Erie County System more than one-third of the volumes were processed for the Central Library and its branches. In the Book Processing Center in Florida of the 106,381 volumes processed, 27,228 or 25.5 per cent were for the Orlando Public Library. In the three instances cited, the dominant library was the responsible body insuring the success of the centralized processing programs.

It has not yet been determined at what acquisitional level the increasingly individualized concentration would make the center merely a department away from home, were it not the responsible body. A fair guess might be more than 30 per cent of the center's processing or from 60,000-90,000 volumes annually. One alternative would be consideration of a centralized program not only for similar types but also for similar sizes of libraries, for example, a center for the three libraries in the New York metropolitan area: Brooklyn, New York Public (Circulation), and Queens.[19] The centralized program could be partial or complete.

Range of books processed.—Since the number of books processed represents, in large part, the annual rate of growth of a library, the following range reflects the variant rates of growth. While the exceptionally low range might well provoke discussion of minimum size of a library for minimal service in terms of public library standards, the range is presented not for that purpose but to illustrate member participation.

Range of Books Processed in Centralized Processing[20]
(from sample libraries)

Books processed in C. P. *Range*		*Library*	*Year*
Low	*High*		
7	937	Finger Lakes Library System, New York	1964
8	1,229	Nevada State Library	1964/65
9	6,543	North Carolina State Library	1964/65
10	10,991	Eastern Shore Book Processing Center, Maryland	1964/65
11	7,415	Crawfordsville Processing Center, Indiana	1964/65
200	1,302	Mohawk Valley Library System, New York	1964 (?)
322	15,408	Southwest Missouri Library Service, Inc.	1964/65
845	27,228	Book Processing Center, Orlando, Florida	1964/65

Distance of member libraries from centers.

Proximity is of more importance in the multi-service program which requires consultation with members, book selection meetings, member participation generally and which offers advisory services. It is important if the center assumes any responsibility for the card catalog within each member library. It is a criterion if the center staff member must return to headquarters from visits at the end of the day. With this criterion the allowable distance would be the round trip mileage considered feasible.

Distance can be a delaying factor if delivery is personalized, in inclement weather, if books are routed from member libraries to the center and then returned, or if the center is too isolated from vendors and publishers and transportation facilities. If processing is the only service, it is more important to determine methods and frequency of delivery and a technique for communication between the center and its members. Distance is not so important for card service alone; however, the continuing quest for improvement in mail services promises even more prompt delivery.

As the systems (districts, groups, reader subject centers) complex emerges, geographic contiguity will become increasingly meaningful but the boundary lines are likely to continue to be influenced less by square miles than by population density. Meanwhile some sample distances from existing centers show that miles alone have not impeded expansion of services.

Distance in Miles of Member Libraries from Center

Center in	*Member Library in*	*Distance**
1. Florida: Orlando	Pensacola	453
2. Nevada: Carson City	Elko	323
3. New York: Watertown	Massena	115
4. North Carolina: Raleigh	Murphy	355

* Data from American Automobile Association, New York.

Participant Satisfaction

The hope of pleasing all members all the time is as elusive in processing as in other areas of librarianship. It is even more elusive, perhaps, in processing because of the evidence of delays, of errors, of misjudgments, of variants that can be compiled if records of any sort have been kept. In addition, the happy art of forgetfulness which erases the memory of similar evidence which occurred in the library before participating in the center magnifies the present situation. The most common criticism is related to *slowness,* yet few seem to have kept records detailed enough to make a comparison. One member commented that though orders were slow the quality of processing more than made up for the time lag.

In general, despite some captious criticism, the consensus is that centers are more satisfactory than unsatisfactory. Of ten members in one center which has had a precarious existence, nine said they would recommend the creation of a processing center in an area which did not have one now. Another observed that "central processing is an expensive but worthwhile service despite the headache."

There are criticisms of present center operations which are proper, necessary, and worthy of immediate action; among these are: (1) too frequent delivery of wrong titles; (2) classification numbers different for two editions and sometimes for a copy added later; (3) excessive typing errors; (4) allocating more time for contract members than to full members with consequent delays for the latter.

There have been tributes for such Centers as:

> Perhaps the greatest help is the release of time; more time to do a bit of weeding, more time to mend books, more time to do the many things that seem never to be quite finished when there is only one librarian to do all that is to be done.
>
> The great reduction in book cost has helped me most.
>
> The Center has helped me most in that it has relieved me of the drudgery of cataloging the books.
>
> The real value of the Center lies in the chance to cooperate with the other libraries of this section and to work toward more satisfactory library service for the area.
>
> We don't know how we managed before and it doesn't seem as though we could possibly cope with our present service to our public without it.[21]

There have been withdrawals. The following explanation given by one librarian for withdrawing points up the barriers yet to be overcome when reasons such as these impede:

> Receiving Federal Aid funds in this manner is too costly for us.
>
> Too much of my personal time is required in the selection of the titles each time an order is prepared.
>
> Since the required "Accepted Sources" are limited, and the use of publishers' catalogs prohibitive, our patrons become impatient at the slowness and tardiness with which new books arrive in our library.
>
> Our patrons heartily dislike your processing methods, complain constantly about the book jackets and plastic covers making the books slick and hard to hold, especially by the armsful.
>
> Your cataloging methods differ from ours, and our catalog was set up years ago. All of the high school libraries in our county patterned their catalogs after this one: Subject headings in red, etc. Now the students are confused when they attempt to use our catalog.[22]

While the Center would scarcely feel the loss of the library which accounted for 1.5 per cent of the volumes processed in the year prior to its withdrawal, it can only be regretted that a librarian, identified as professionally qualified, could harbor such views.

The director of another center, far removed from the source of the preceding extract makes the following observation:

> There appears, in general, to be a direct correlation between competence of the librarian and adequacy of her library on the one hand, and her satisfaction with the job we are doing on the other hand. The less able librarians working in less well equipped libraries tend to be the least satisfied and vice versa. Speaking generally, however, although all connected with our . . . Center are aware in some degree of the need for improvements (after all, nothing is perfect!), we believe that a fairly high level of satisfaction has been achieved.[23]

It is salutary that there has been neither a totally complacent nor a totally euphoric acceptance of processing centers by participants. Whatever the fault of the centers, there is evidence that the small public library, sometimes with a minimal or no professional staff, has profited from its membership. Any compromise, however, which has caused a lowering of bibliographical standards in one library for the convenience of another, demands a review and reconsideration. The following seems to be a realistic summation of the contribution of centralized processing:

> All things not being equal between pre-system and post-system days (higher member library budgets, more books available, more population to serve, more training available locally now) centralized processing is a time and money saving way of handling that phase of library service, and a more efficient way of doing it.[24]

With such a commonsense appraisal from a responsible critic, the merits of the emerging multiple service programs are strengthened.

Agreements Signed by Member Libraries

The agreements signed by the member libraries enumerate the responsibilities of the library to the center and of the center to the library. Although wording and detail vary, they generally indicate that a member library is expected:

1. To spend a certain percentage of its budget through the center (in the autonomous and neo-departmental type).
2. To follow the rules of the center in regard to selection (if such authority is given the center) and ordering.
3. To accept the policies of the center.
4. To pay bills at a given time.
5. To adhere to or abrogate the agreement according to a given procedure.
6. To pay a fixed sum per volume processed (unless the State assumes the financial obligation).

Only one center, the North Carolina State Library Processing Center, includes any restriction which would affect the library's use of the Center's work. In order to secure a Federal aid grant, a library there must agree to "provide a catalog cabinet and keep cards filed accurately."

Because thoughtful study of several agreements or contracts should be made before one is formulated, documents from the following centers are included in Appendix C:

State	*Name of Center*	*Agreements/ Contracts included*
California	Monterey County Library	1
	State Library	1
Colorado	Northern Colorado Processing Center	1
Florida	Book Processing Center	2
Illinois	Book Processing Center (Oak Park Centralized Processing Center)	1
Indiana	Crawfordsville Purchasing and Processing Center	1
Maryland	Eastern Shore Book Processing Center	1
Michigan	Grand Traverse Area Library Federation	1
Missouri	Library Services Center	1
Nevada	State Library Cooperative Processing Center	1
New York	Buffalo and Erie County Library	1
	Finger Lakes Library System	1
	Nassau Library System	1
	Pioneer Library System	1
	Ontario Cooperative Library System	1
	Rochester Public Library-Monroe County Library System	1
North Carolina	State Library Processing Center	1
Ohio	Library Service Center of Eastern Ohio	1
Wisconsin	Public Library Service Center of South West Wisconsin	2
	Special Agreements	
Michigan	Wayne County Public Library Board and School Districts, Wayne County Library, "New Library Resource Center for School Libraries"	
New York	Nioga Library System and Niagara Community College	
	Nioga Library System and Niagara University	

FOOTNOTES

1. "Southwest Wisconsin Library Processing Center; a Project of the Wisconsin Free Library Commission in Co-operation with the South West Association of Public Libraries" (Madison: Wisconsin Free Library Commission, 1961), p. 3. (Published later in *Public Library Development in Wisconsin; a Five-Year Report, 1956-1961*).

2. Letter from Mrs. Evaline B. Neff, Director, Wayne County Library System, Newark, New York, November 4, 1965.

3. Bundy, Mary Lee, *Public Library Processing Centers; a Report of a Nationwide Survey* (Troy, N. Y.: 1962), p. 40.

4. *Ibid.*, p. 37.

5. New York State Library, *Feasibility of School and College Library Processing Through Public Library Systems in New York State;* a Report for the New York State Library (New York: Nelson Associates, 1966), p. 3.

6. New York State Library, *Centralized Processing for the Public Libraries of New York State*, p. 2.

7. Hunt, James R., "Centralization & Conveyors Save $110,000 at Library," *op. cit.*, p. 81.

8. Wayne County Library, Michigan, "New Library Resource Center for School Libraries, March 6, 1965"; Wayne County Public Library Board, "Contract for Centralized Processing." (Both documents are included in Appendix C).

9. Responses extracted from questionnaires distributed to some members of Processing Centers for an anticipated report on "Evaluation of Centers from Viewpoint of Recipient or Cooperating Libraries," for *Library Trends*, July 1967.

10. Letter from Mrs. Marion M. Johnson, Director, Processing Center, North Carolina State Library, January 20, 1966.

11. "Newsletter to SMLS Membership, November 1965," signed by Anna Belle Christy.

12. Suffolk Cooperative Library System, New York, "Director's Annual Report, November 11, 1964," p. 2.

13. Monterey County Library, California, "Supplemental Report to Performance Standards Study, Monterey County Library Headquarters, October 1963," p. 1.

14. New York State Library, *Feasibility of School and College Library Processing Through Public Library Systems in New York State*, pp. 3-4.

15. Association of State Institutions of Higher Education in Colorado, *A Study to Determine the Feasibility of Establishing a Cooperative Technical Processing Program and Direct Transmission of Interlibrary Loans*, by Donald E. Oehlerts (Denver, Col.: 1962), p. 35.

16. Letter from Mrs. Lura Carr, Head, Technical Services, State of Vermont, Free Public Library Service, October 4, 1965.

17. Martin, Lowell A. and Bowler, Roberta, *op. cit.*, p. 80.

18. Based on data secured from Centers.

19. The idea of one cataloging and acquisition center for the three libraries of New York City was endorsed in *The Feasibility of Further Centralizing the Technical Processing Operations of the Public Libraries of New York City;* a Survey Conducted for the Brooklyn Public Library, the New York Public Library and the Queens Borough Public Library, by Nelson Associates, Inc., in collaboration with the Theodore Stein Company (New York: 1966), p. i.

This contradiction of the basic recommendation for one center for cataloging and acquisitions for the entire State of New York, made in *Centralized Processing for the Public Libraries of New York State*, was minimized by the warning on p. ii that:

> The proposals contained in this report for New York City should not be construed as a recommendation that the three libraries of New York City exclude themselves from plans for further centralization of processing among the 22 public library systems of New York State.

20. Based on data secured from the Centers.

21. Extracts from Southwest Wisconsin Library Processing Center, "Newsletter 5, April, 1960."

22. From a confidential source.

23. Letter from Donald W. Johnson, Director, Technical Processes/Cooperative Processing Center, Nevada State Library, September 3, 1965.

24. Letter from Mrs. Evaline B. Neff, Director, Wayne County Library System, Newark, New York, November 4, 1965.

CHAPTER X

CHARACTERISTICS: PHYSICAL ENVIRONMENT

LOCATION, QUARTERS, AND FLOOR PLANS

Location

The type of center tends to predetermine its location. Of the three types identified, the autonomous is less obligated to be located near a large library and has more freedom of choice in selection of its location.

Somewhat similarly within the New York Systems the headquarters vary according to their status as federated or cooperative. In the former, the headquarters is usually a large library; in the latter, a headquarters unit such as in Ithaca, Suffolk, or Watertown, each of which is isolated from its membership. Freedom of choice in selection, when accompanied by restricted budgets, has led, in some instances, to the selection of barren and isolated areas. Of one of these centers, the administrator commented:

> The Center . . . is removed from any cultural center and thus, I think, it offers little to attract most professional librarians.[1]

The neo-departmental type is generally within the same building as the main library. For example, the Black Gold Cooperative System Processing Center is in the Ventura County and City Library, California; the Pioneer Library System has its headquarters in the Rochester Public Library, New York; the Eastern Shore Book Processing Center, Maryland, is located in the Wicomico County Library. The Book Processing Center in Orlando, Florida, is situated in a shopping district several miles away from the main library with which it is assocated.

Quarters

The quarters range from remodeled or adapted buildings such as a former theater or an ice cream factory to the modern and efficiently designed Wayne County Library System in Michigan. Headquarters buildings in the New York Systems are sometimes remodeled areas, such as for the Finger Lakes Library System and the Nioga Library System. Sometimes thoughtfully planned new designs fulfill the interpretation of the Systems program, such as the Suffolk Cooperative Library System.

The variety of quarters can be seen in the following responses to the Missouri questionnaire which asked, "Please describe the physical facilities and location of your center."

Basement of State Library
One room, 1850 square feet
Second floor, 5800 square feet
Former storage room, 20′ x 30′, basement of delivery entrance
Rented building, 25′ x 70′, near center of town
One 30′ x 40′ workroom housing magazine storage and work area for library
Space shared with State Library Technical Processing Department
One small room on different floor from Catalog Section
Old courthouse; second floor; librarian has own office
Large room, approximately 1500 square feet
Three rooms: receiving and shipping, cataloging, reproduction
Work room of library
Small room (desperately overcrowded) in a community building next to main library
Two rooms each about 15′ x 20′; Xerox in alcove about 19′ x 19′
Located in ―――――― County Library where facilities are set up to work on assembly line basis.

The practical use made of the quarters—momentary pause for processing en route to final destination—creates an atmosphere quite unbookish despite the encompassing presence of books. While the resemblance of some of the centers to warehouses is unmistakable, they could more purposively be called book service stations or book depots since the intent is not to store but to keep materials in transit.

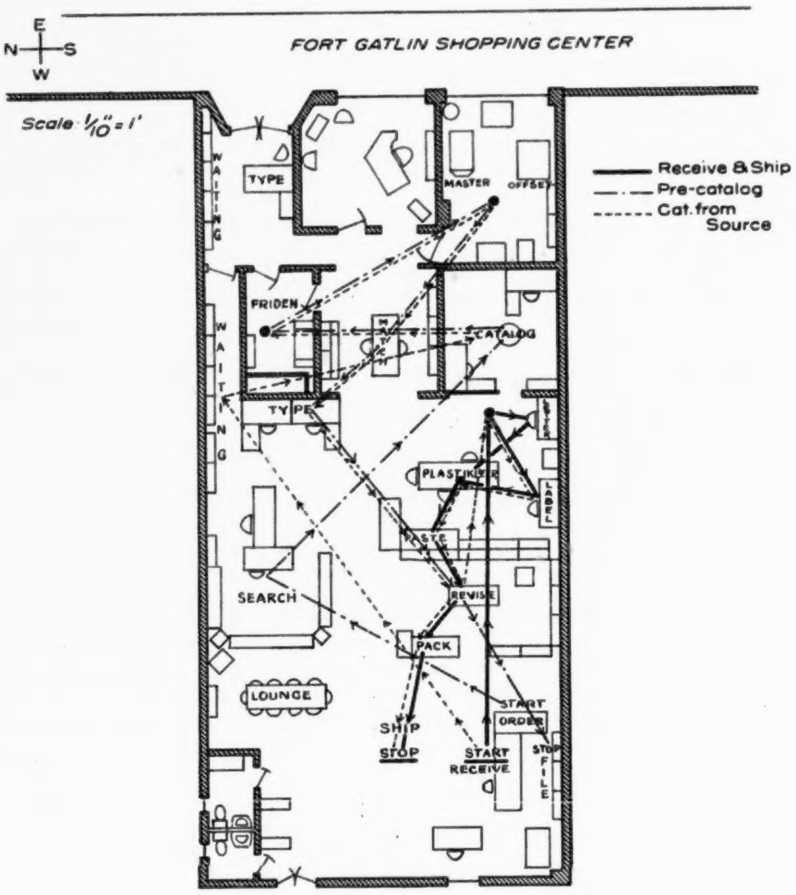
Floor Plans

The continuing influx and outgo of the vast tonnage of books to and from a center is merely an enlargement of a similar flow in a local library. In both environments, routing the fully processed materials expeditiously emphasizes the need for a smooth and rapid movement of materials. Such a flow can be achieved if processing operations are arranged in a natural sequence which allows the work to progress systematically. This implies also that related services be placed in proximity, especially when repeated contacts are necessary, so that the movement is forward with minimal backlapping. For example, in a simulated circle, receiving and shipping should be located near cataloging and the physical preparation of the book; ordering, invoicing, and billing, near receiving and shipping.

The following floor plans from processing centers or service areas in Florida, Illinois, Michigan, and North Carolina reveal variations in space available, equipment, and flow of work. Both the Florida Centers and the North Carolina Centers, occupying quarters not expressly designed for their purpose, have shown ingenuity in adapting to space limitations without radical effect on their productivity.

Florida: Book Processing Center, Orlando

Scale:
1 ft. =1/10″ *Fort Gatlin Shopping Center*



Note: The Director states that what may appear to be unnecessary zigzagging is caused by adjusting to the original layout of the building which, remodeled within its structural limitations, had to be utilized.[2]

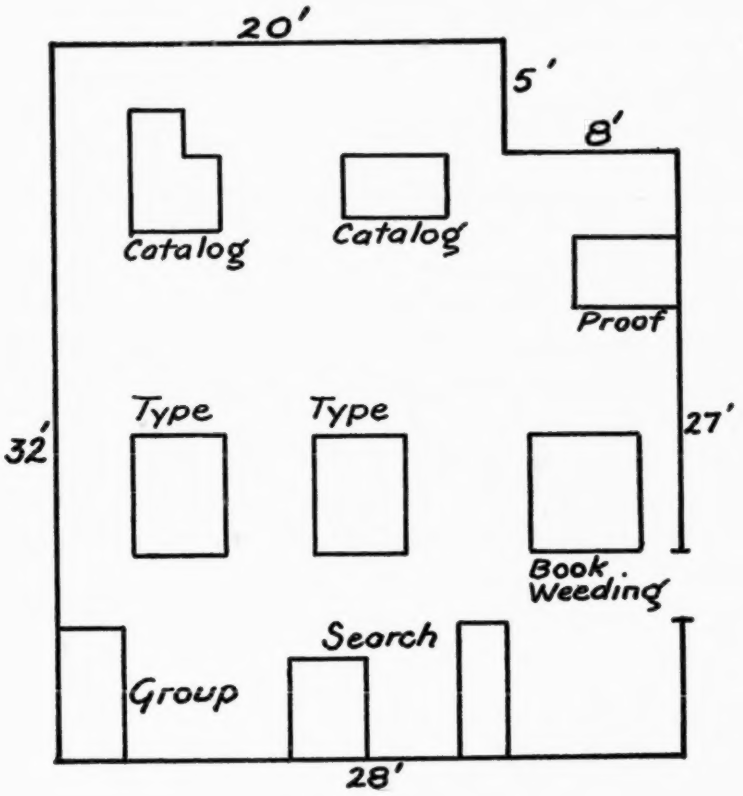
Illinois: Book Processing Center, Oak Park

The Book Processing Center under the aegis of the Oak Park Public Library, performs its functions both on the second floor and in the basement of the strikingly designed new building. Cataloging activities were performed on the second floor; in the basement: ordering, copying and reproducing of catalog cards, receiving, processing, and delivery. In 1965 a critical analysis was made of the procedures and work flow patterns. The study resulted not only in the abandonment of mechanization á la IBM but also in a delineation of a line of authority through defining responsibilities and duties. The following charts depict the original and proposed layout of the second floor and the basement and an alternative for placing all operations in the basement sometime in the future.[3]

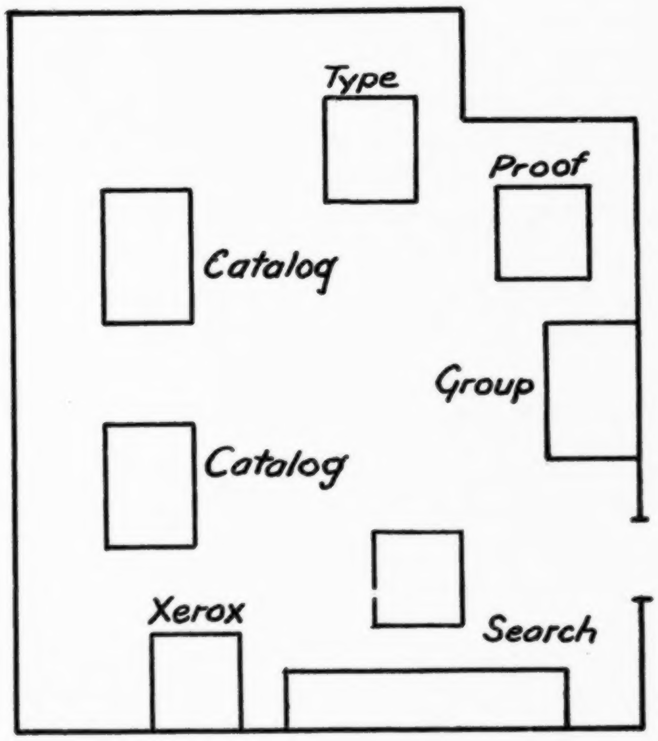
Second Floor

Original Layout

Area: 856 square feet (Scale: 1″ = 10′)



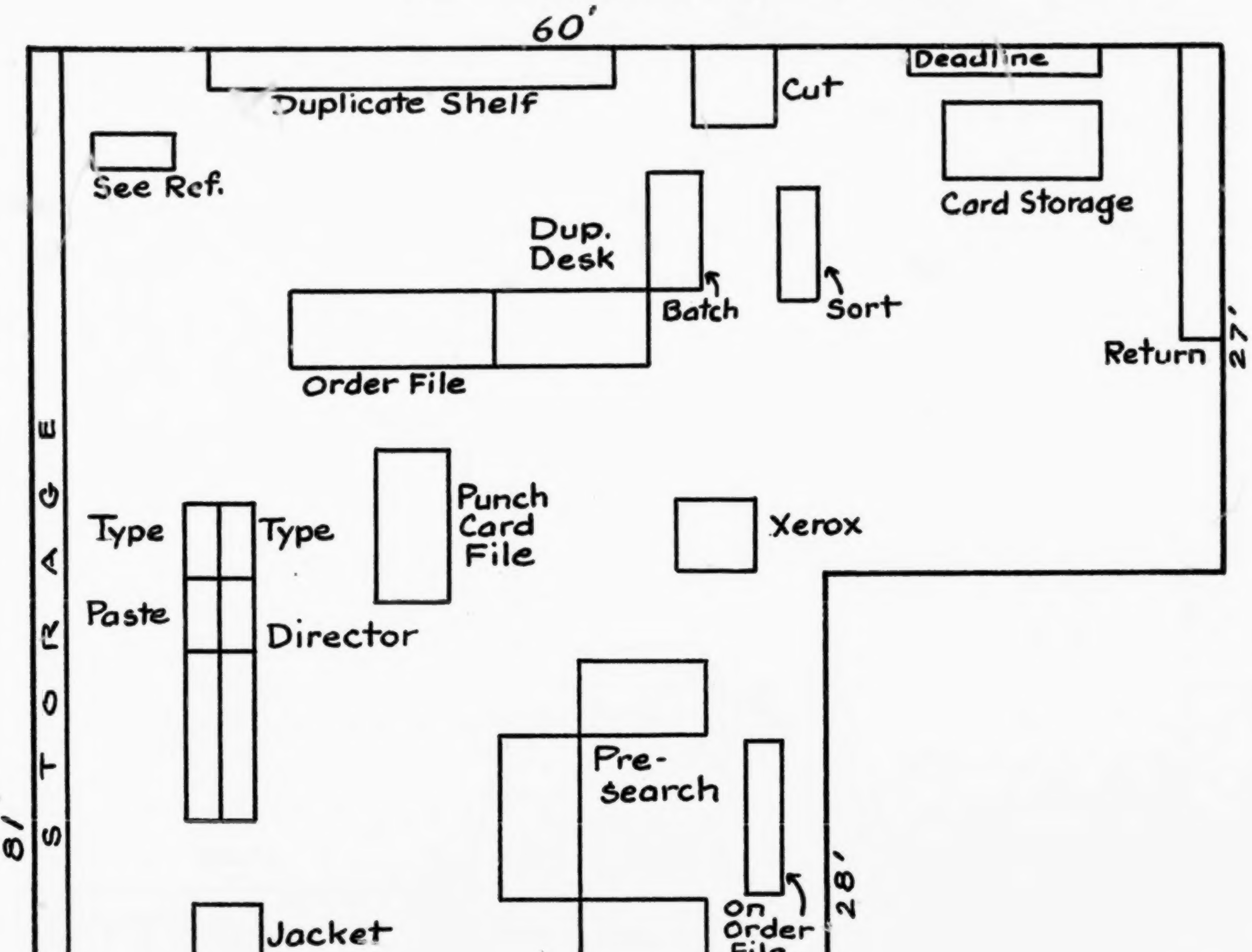
Proposed Layout



Basement

Original Layout

Area: 4,190 square feet (Scale: 1″ =10′)



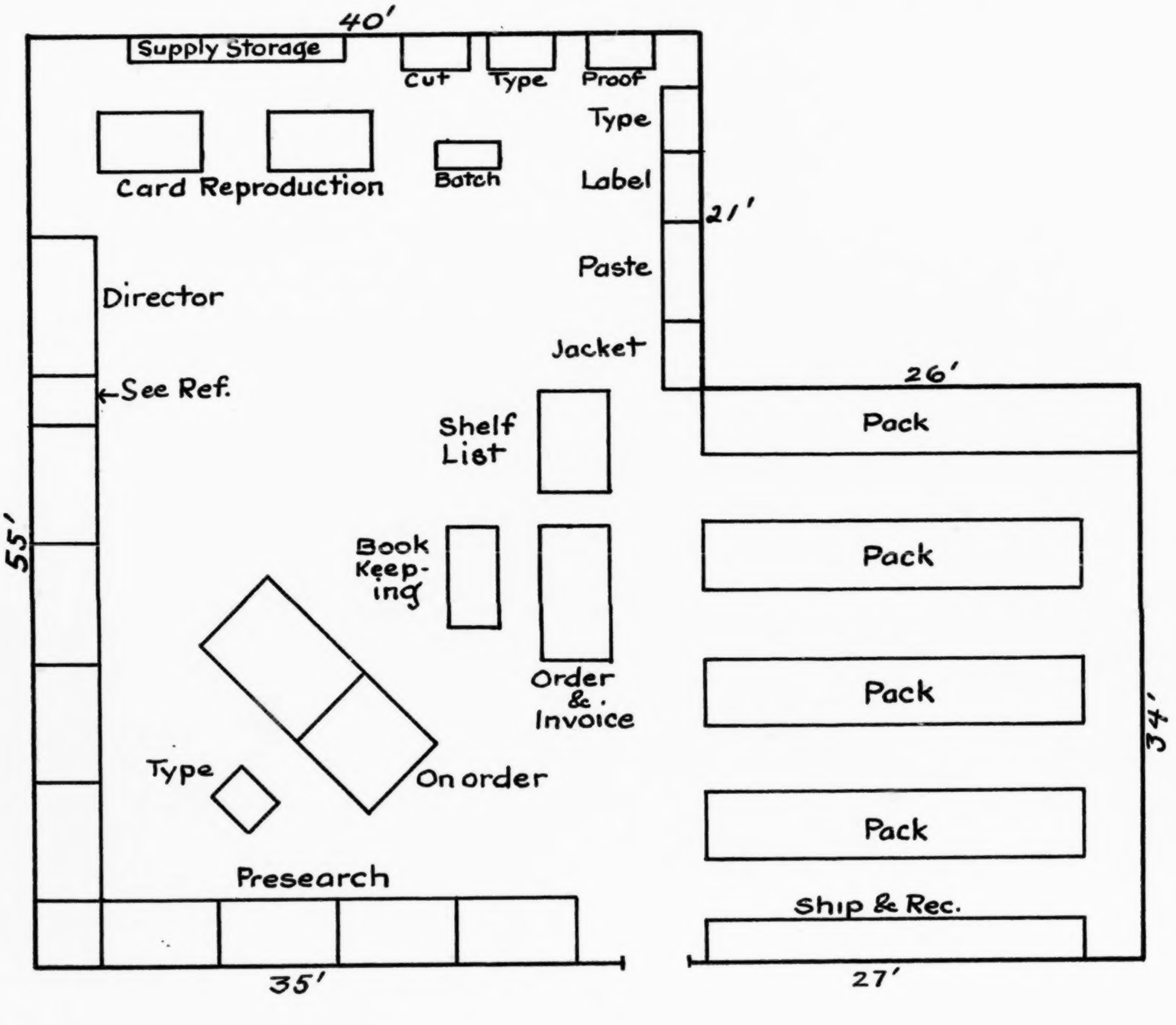
Book Processing Center, Oak Park

Note Key Punch and Punch Card File and excessive card storage area.

Basement

Proposed Layout

Area: 3,084 square feet (Scale: 1″ = 10′)

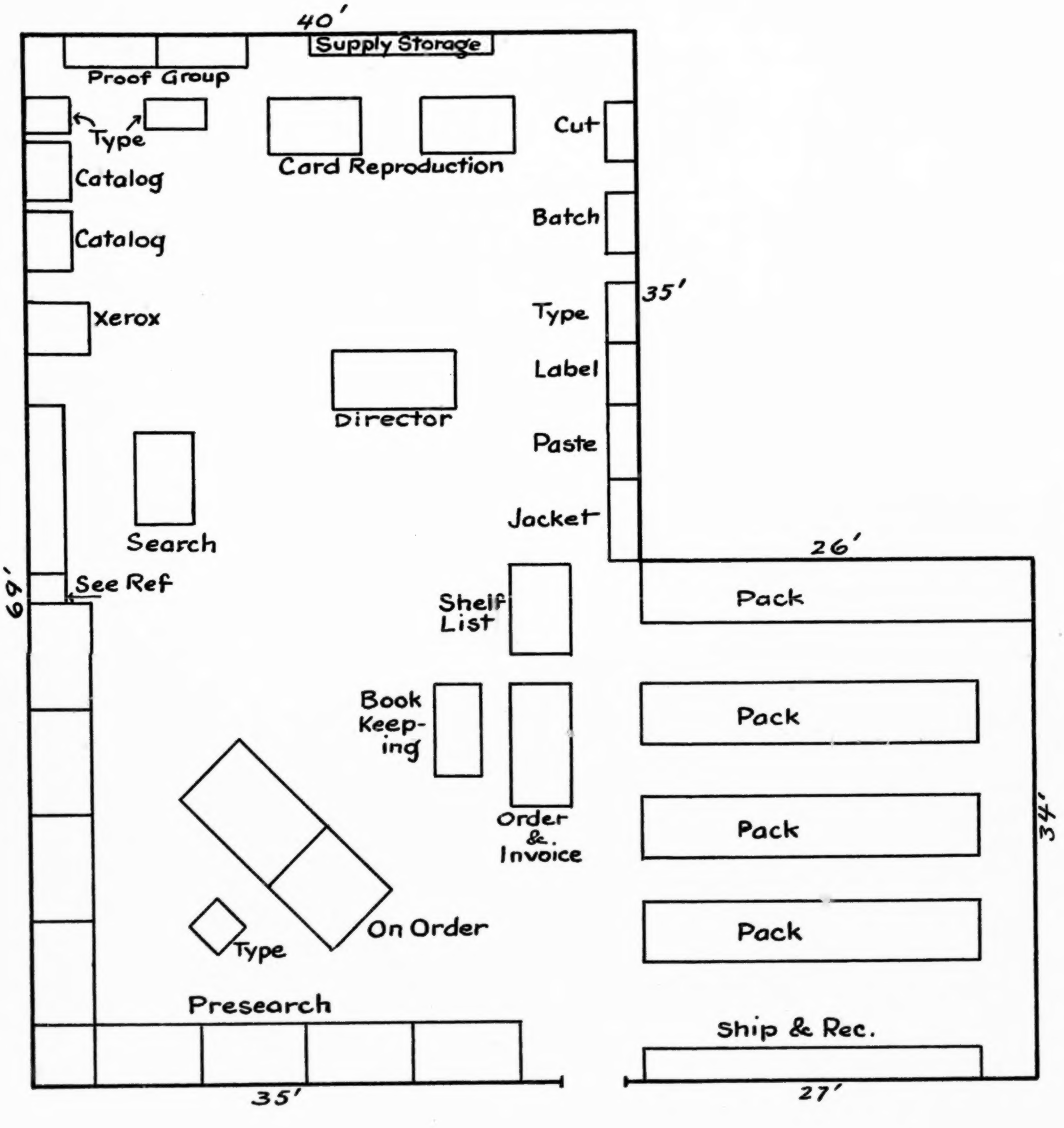


Book Processing Center, Oak Park

Alternative

Proposed Layout of Entire Operation in Basement

Area: 3,644 square feet (Scale: 1″ = 10′)



Book Processing Center, Oak Park

Michigan: Wayne County Library

The Wayne County Library building is functional in concept. Its flexibility, because of the absence of permanent partitions and its spaciousness, both uncommon characteristics thus far, promise a ready enlargement of activities. Specific space allocations from its total of 50,000 square feet for book selection and processing are these:

Function or Activity	*Area in Square Feet*
Order and Catalog	2,350
Book Selection Room	560
Processing, Printing, and Bindery	4,370
Shipping and Receiving	1,080
Total	8,360

The building contains what is probably the world's largest multi-purpose conveyor, described thus:

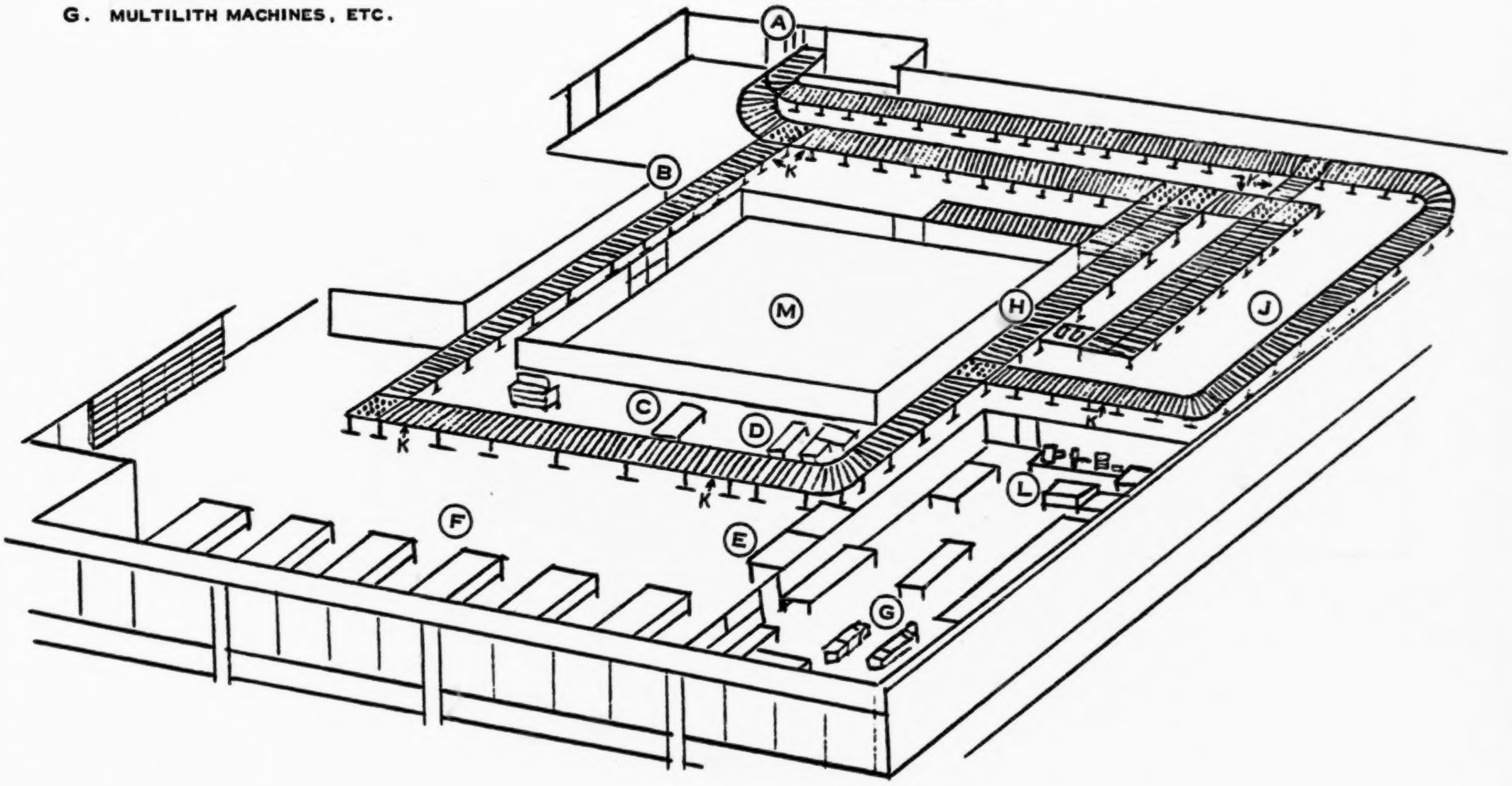
> A distinctive feature of the building is the conveyor, which is believed to be unique in both size and concept. The roller skate conveyor, 275 feet in length, square in form, begins at the loading dock where cartons of books and supplies are unloaded at truck bed height. A movable, lightweight unit connects the delivery truck to the conveyor. The Supply Room and the Shipping and Receiving Areas lie within the conveyor square. On the conveyor's perimeter are the various book processing stations, the areas occupied by printing and cardpocket production, and by bindery activities.
>
> No lifting is necessary in unloading or loading.
>
> The conveyor was not expensive to install, costing an average of $10 per lineal foot, including transfer points, curves, etc.[4]

On the accompanying diagram it is clear that the conveyor dominates the Book Processing Center. In so doing, however, there is every evidence that the talents and skills of the staff are magnified.

Michigan: Wayne County Library System

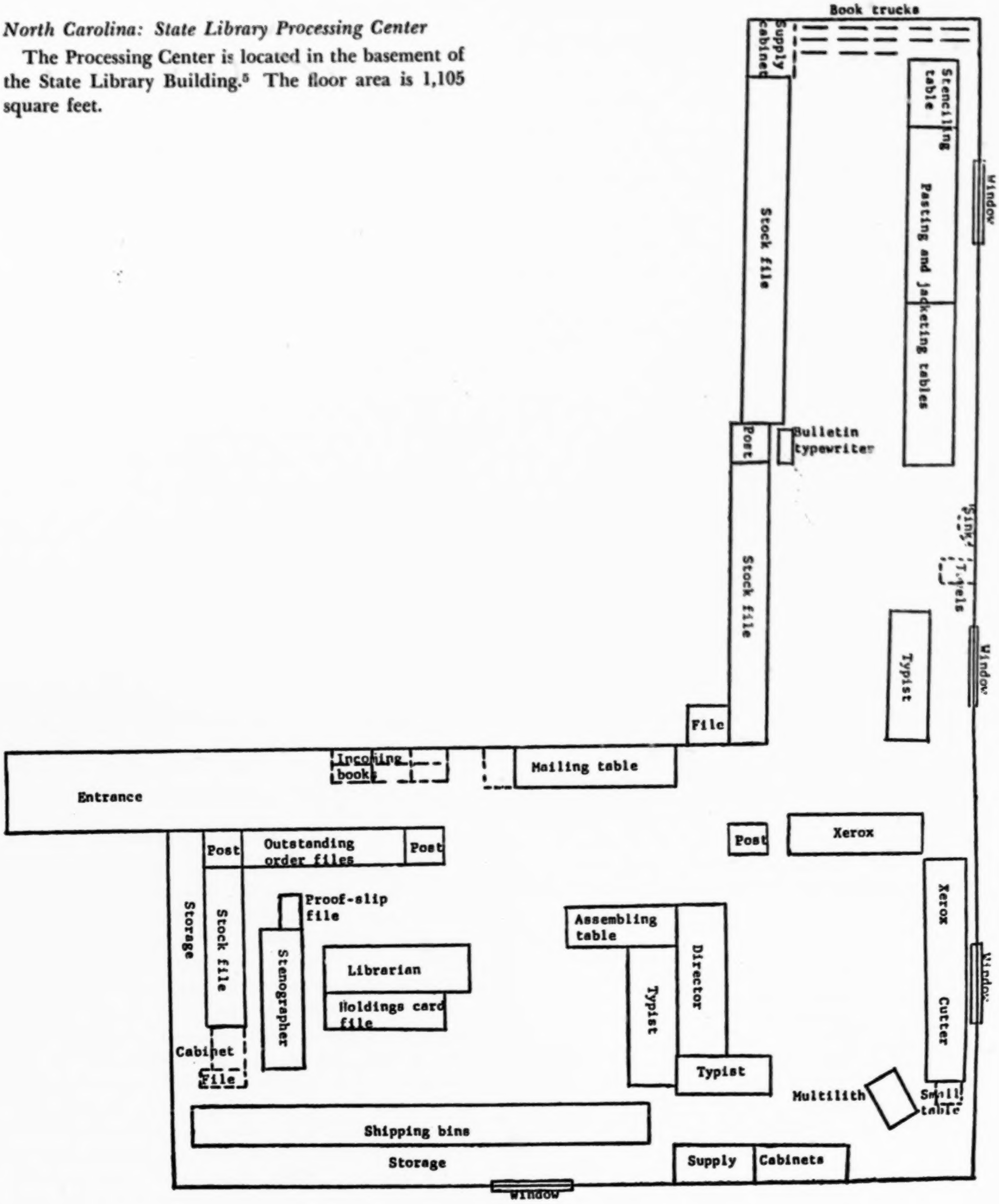
BOOK PROCESSING DEPARTMENT
WAYNE COUNTY LIBRARY
WAYNE, MICHIGAN

A. SHIPPING AND RECEIVING PLATFORM.
B. UNPACKING AND CHECKING OF BOOKS.
C. ATTACHING PLASTI-KLEER JACKETS.
D. STAMPING, LABELING OF CLASSIFICATION NUMBERS.
E. ASSIGNMENT AND ASSEMBLING OF BOOK POCKETS AND CATALOG CARDS.
F. CLERICAL DESKS.
G. MULTILITH MACHINES, ETC.
H. PASTING OF BOOK POCKETS; INSERTING CATALOG CARDS IN BOOK POCKET. PACKING BOOKS IN DELIVERY CARTONS.
J. BINDERY PREPARATION AND RECEIVING AREA.
K. GATES TO ALLOW PASSAGE.
L. MODEL 705 AUTOMATIC PHOTO-DIRECT CAMERA PROCESSOR, XEROGRAPHIC EQUIPMENT, COLLATOR, PAPER CUTTER, SIGNS, ETC.
M. SUPPLY ROOM.



North Carolina: State Library Processing Center

The Processing Center is located in the basement of the State Library Building.[5] The floor area is 1,105 square feet.



Equipment

Much of the equipment in centralized processing centers is not unusual but similar to that used in large libraries. In both agencies it is the equipment for reproducing catalog cards which receives priority in consideration.

While it may seem extraordinary to find cards still being typed in centers, some responses to the Missouri questionnaire indicated that such it true. For example, one responded "typed & mimeographed"; another, "fiction typed"; and another, "purchased or typed." Administratively this may be considered a waste of time and money since it involves not only typing but continuing proofreading in some instances. At what point more efficient equipment would be considered a primary need may be debatable; however, Joseph H. Treyz in his "Equipment and Methods in Catalog Card Reproduction" observed:

> When a library types four thousand individual cards a year (approximately one thousand titles), it is close to the point where it will pay to invest in a duplicator as a means of reproducing cards.[6]

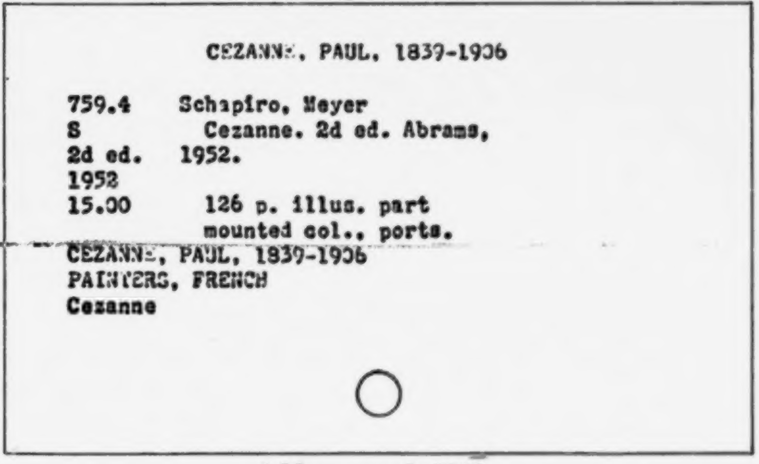
Factors for Consideration in Purchasing

Factors to be considered in purchasing equipment in addition to accuracy, quality, and speed of reproduction are: (1) initial costs, (2) maintenance costs, (3) adaptability and limitations of equipment.

Initial costs

The initial cost is sometimes a deterrent in the selection of preferred equipment; however, the possible availability of federal funds lessens the financial burden. For example, a newly planned center in Kansas recently accepted $31,000 for purchase of equipment for a possible cooperative processing service program within the State. With such generous funds, it is interesting to note that the equipment selected was the Addressograph 5000 equipped with a calibrated knob which permits programming of data for imprinting at exact location as required.[7]

Sample card



CEZANNE, PAUL, 1839-1906

759.4 Schapiro, Meyer
S Cezanne. 2d ed. Abrams,
2d ed. 1952.
1952
15.00 126 p. illus. part
mounted col., ports.
CEZANNE, PAUL, 1839-1906
PAINTERS, FRENCH
Cezanne

Addressograph 5000

Some initial costs for the following kinds of equipment were extracted from the responses to the Missouri questionnaire:

Equipment (Not always adequately identified)	*Costs* (Might include more or less than equipment identified)
Addressograph	$4,000.00 approximately
Addressograph 5000	8,440.00
Ektalith plus offset	3,000.00
Gestetner	880.00
Multilith	3,976.00
Multilith	1,921.50
Multilith model 85	2,100.00
Multilith 2550 and A-M 705 Photo-Direct Camera Processor	13,627.00 + $212.00 per month lease fee for camera
Thermofax "Secretary" and Ektafax model 10	658.00
Xerox	90.00 monthly rental
Xerox	5,300.00
Xerox-Multilith	14,556.64
Xerox 914; Xerox camera 4; Multilith 1250	12,000.00

Maintenance costs

Continuing maintenance costs must be considered as well as initial and operational costs. According to the Missouri questionnaire, annual maintenance costs were as follows:

Annual maintenance costs	*Number of libraries reporting*
$1- 50	2
51-100	1
101-200	4
201-300	1
301-400	3
401-500	1
501-600	1
No answer	10

The vulnerability of the equipment or the unreliability of man's estimate can be noted in that one library, in less than one year, spent $160.00 above the annual maintenance agreement of $400.00.

Adaptability and limitations of equipment

The adaptability of expensive equipment for uses other than for centralized processing helps justify operating expenses and maintenance costs. For example, the Michigan State Library equipment (Multilith 2550 and A-M 705 Photo-Direct Camera Processor) is used only 50 per cent of the time for processing. Nineteen of the 23 respondents to the Missouri questionnaire indicated multiple uses. Among these uses are: for addressing mail, for preparing any 3x5 card form notices, for producing library forms, brochures, and publicity, for preparing monthly book lists, invoices, and correspondence for order department, for copying illustrations, and for public copying. While these variant uses do imply adaptability, there was no strong indication that such potential use was a criterion of purchase.

Limitations of various kinds of equipment may be found in published sources. In addition to those, the Missouri respondents cited others, among them were: (1) an inordinate number of breakdowns, (2) no really efficient method of producing masters from cards already in catalog, (3) handling for single order items, (4) masters good for limited number of copies, (5) filing space for master plates or mats, (6) cleaning of camera equipment, (7) need for supplementary equipment to complete processing, (8) need for trained operators. Of all these limitations, it is somewhat extraordinary to note the inclusion of the "need for trained operators" as a limitation! Perhaps a more fitting word would have been "dearth" of trained operators, for it is obvious from a comparison of cards reproduced on the same equipment by different operators, that skillful mastery of machinery is an absolute prerequisite in a card reproduction program.

Equipment in Use

In addition to the equipment identified earlier in relation to initial cost, another study was made in 1965 on the use of machinery in New York State libraries. The study, based on responses from 21 school libraries, 23 public library systems, and 36 college and research libraries, is a comprehensive survey, even with its admitted limitations, not only of kinds of machinery but of attitudes toward the machinery. According to the findings, machines used most often were:

Cardmaster
Xerox 914
Potdevin pocket pasting machine
Altair stamping machine
Multilith offset duplicator 1250[8]

The attitudes toward machinery reflect a high degree of satisfaction with present kinds though some said they would buy the same only "if at time of purchase no better machine was available." Of the 157 machines included in the study, the following attitudes were expressed:

Attitude toward machinery	*Number of libraries responding*[9]
Considered satisfactory	113
Qualified yes or no	16
Dissatisfactory service	14
No comment	14

None of the machines was identified but for the potential purchaser the identity of the 14 offering "dissatisfactory service" would have been helpful. The possible value of the information is offset, however, by the observation that:

> Most people seem satisfied with the machines, yet costly mistakes are being made. Practically no cost date were submitted, nor was there any indication that libraries made studies to compare machines or to test their efficiency.[10]

Further examples from other places will identify some of the equipment being used:

Indiana: Crawfordsville Purchasing and Processing Center

The Crawfordsville Center changed from its cardmaster for duplicating cards, not because of dissatisfaction with the equipment but because of the pressure for more rapid production. Through an LSCA grant of $2,350 the Center purchased the following equipment:

L. C. Smith portable typewriter with bulletin type for lettering spine
Olympic electric typewriter (a second one)
Remington Rand Kardveyor for the order file
Gestetner Duplicator 366 with cabinet
Edgepaster for the pasting of pockets
Large scale
Pitney-Bowes meter for improving shipments
Rapistan conveyor

The impact of the new equipment is contained in the following terse summary statement:

> As some of the new equipment began to be installed, more books were processed in one month (1,962) than in the first nine months of the Center's operation in 1962 when 1,518 books were processed.[11]

Michigan: Wayne County Library

Equipment

A-M Photo-Direct Camera Processor 705
Multilith 2550
Challenge paper cutter
Diebold Super Elevator File
Electric collator (General Binding Corporation)
Kimball label machine
Potdevin pasting machine
Rapistan Rapid Roller Conveyor belt
Wheeldex (Simplified)

New York: North Country Library System

Equipment

Mimeograph A. B. Dick 450
Multilith 1250
Multigraph paper cutter
A. B. Folding machine
Show card machine
Typewriter (manual)

New York: Westchester Library System[12]

Equipment

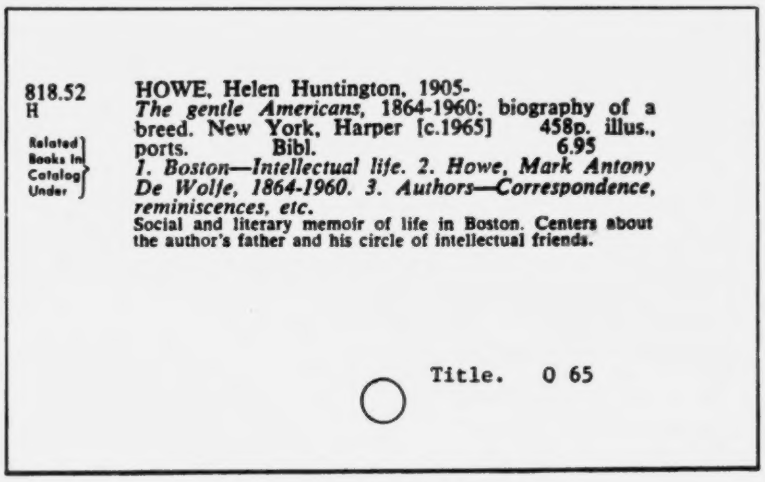
IBM electric typewriters
Multilith 1250
Gestetner Mimeograph
Potdevin pasting machine
Kimball label machine
Heyer folding machine
Thomas collator
Rapistan Rapid Roller Conveyor belt

Observations and Recommendations

Guidance for appraising equipment for reproducing cards may be found in the reports of the Library Technology Project and in individual assessments, such as "Library Card Reproduction by Xerox Copyflo," by Allen B. Veaner and John Fraser.[13] The variations in equipment suggest a possible reason for the diversifications in cataloging policies among the centers; yet only a few kinds restrict the amount of catalog data to be included on a card. For example, the Addressograph and the Elliott Addressing Machine require the use of a nine line stencil (2¾" x 4½"). Thus, the lack of standardization in cataloging policies is rarely in itself a compromise between the policy of a center and the equipment being used.

As programs expand and as equipment improves, there will be a continuing need to evaluate new equipment. Already there have been changes. The Mid-York Library System in New York changed from the Elliott Addressograph to Xerox 914.[14] The Book Processing Center, Oak Park, Illinois, abandoned the use of punched card equipment and acquired a Xerox 914 as a supplement to the Photo-Direct and Multilith processes being used.[15] One System in New York, the Southern Tier Library System, not only abandoned its equipment, which was a duplicate of that used in the Southwest Missouri Library Service, Inc., but abandoned its cataloging program by entering into contract for it with the Four County Library System.[16]

The admonition *caveat emptor* must still be heeded whatever the personal or, indeed, the Library Technology Project evaluations. Of the equipment thus far identified, two seem noteworthy: the Multilith 2550 and the A-M 705 Photo Direct Camera Processor. The A-M 705 is an automated machine for making a duplicator-ready 10 card image from original copy in less than 60 seconds. The following is part of a 10 card master run (Multilith 2550) from Wayne County Library:

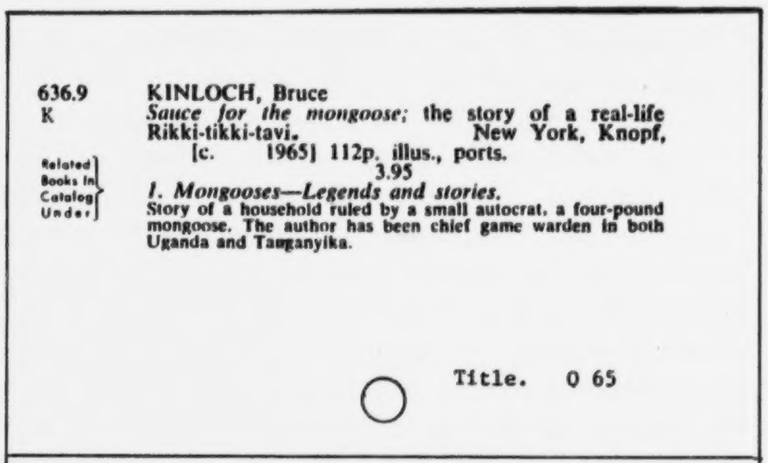


818.52
H

HOWE, Helen Huntington, 1905-
The gentle Americans, 1864-1960; biography of a breed. New York, Harper [c.1965] 458p. illus., ports. Bibl. 6.95
1. Boston—Intellectual life. 2. Howe, Mark Antony De Wolfe, 1864-1960. 3. Authors—Correspondence, reminiscences, etc.
Social and literary memoir of life in Boston. Centers about the author's father and his circle of intellectual friends.

Related Books In Catalog Under

Title. 0 65

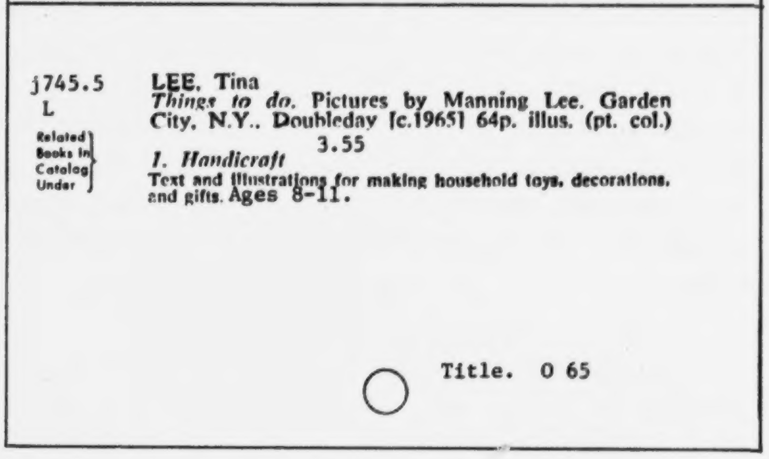


636.9
K

KINLOCH, Bruce
Sauce for the mongoose; the story of a real-life Rikki-tikki-tavi. New York, Knopf, [c. 1965] 112p. illus., ports.
3.95
1. Mongooses—Legends and stories.
Story of a household ruled by a small autocrat, a four-pound mongoose. The author has been chief game warden in both Uganda and Tauganyika.

Related Books In Catalog Under

Title. 0 65



j745.5
L

LEE, Tina
Things to do. Pictures by Manning Lee. Garden City, N.Y., Doubleday [c.1965] 64p. illus. (pt. col.)
3.55
1. Handicraft
Text and illustrations for making household toys, decorations, and gifts. Ages 8-11.

Related Books In Catalog Under

Title. 0 65

Toward Automation

Meanwhile the trend is toward automated equipment. There have been at least two deterrents to its rapid adoption: (1) the vast financial barriers created by the costliness of data processing and computer equipment; (2) the overemphasis on the machinery and its immediate capabilities which, when tested, seemed not always so immediate. This response has been due in part to the inherent traditionalism of librarians and in part to the dismay furthered by the readiness of some who appeared too willing to denigrate the bibliographical heritage of American librarianship. The temperate merging of rash experimental and precautionary excesses seems to be a likely next step continuing the revolutions wrought earlier in library technology by such innovations as the telephone and the typewriter.

Few processing centers have installed the necessary equipment for an automated program; however, two extremes in response have been expressed—from Oak Park, Illinois, disillusionment; from the Hawaii and Texas State Libraries, fresh enthusiasm. After an initial experiment with IBM equipment its use was discontinued at the Book Processing Center in Oak Park. The librarian has made the following frank evaluation of the experience:

> I am convinced that at least at our present volume, it is not to our financial advantage to use mechanization a la IBM. As I am sure you realize, when one becomes involved with IBM you immediately add two people to the payroll. One is the keypuncher and the other the verifier. Both of these people are used to recreate in machine readable form information which is already in readable and useable form. I am hardheaded enough to believe that further along the line, one must be able to eliminate the minimum of two persons as a result of the mechanization in order to justify it in the first place. Not only were we not able to do this but the additional expense of equipment rental and extremely expensive supplies (not the cards, which were cheap but the order forms, invoice forms, etc.) increased the financial disadvantage. Coupled with these facts plus the inherent disadvantage of using punched cards which provide additional opportunity for errors in the recreation of the information, brought me to the decision to, for the present at least, abandon the IBM method.[17]

As of July 1, 1965, the Texas State Library initiated a pilot project in its centralized processing center with automatic data processing for acquisitions (IBM 403), budgetary control, invoicing and billing, and for book catalogs. In October, 1965, the Director of the Technical Services Divisions wrote:

> I have been very pleased with our automatic data processing. To my knowledge, this is the first such installation in such a centralized processing center in the United States. . . . The service to my member libraries will be improved so vastly that I can envision a network of processing centers over the entire state eventually—all using the automatic (or electronic) equipment.[18]

Only after a longer experimental period can a fair assessment be made of the Texas project which is to serve no more than 30 libraries within the present program. Whether favorable or unfavorable, the findings will offer some guidelines for other processing centers.

Data processing was used before 1965, however, outside Texas, in other centralized programs, two examples being the Nassau Library System and the Suffolk Cooperative Library System of New York. In 1964 the Nassau System automated its book ordering, processing, and billing through the use of the "first UNIVAC 1004 installation in a library system."[19] Another first for Nassau is that it is the only public library complex among the 16 libraries selected to participate in the Machine-Readable Cataloging (MARC) pilot test of the Library of Congress.[20] The impact of the program on processing centers has as yet unexplored potential.

The Suffolk System received in 1964 a grant to expand further its mechanized program and purchased "two-tape units which will allow us to store our cataloging authority file on tape and print out catalog cards directly from the Univac 1004."[21] The Director noted further in his annual report of 1964:

> Mechanization has kept us alive. Eighteen months after the processing service was instituted we are processing at the rate of 2,500 volumes a week and purchasing in excess $500,000 worth of books a year. Mechanization has brought us this far and without it expansion of services would be unthinkable.[22]

A decisive factor in attaining utmost productivity from and financial justification of investment in data processing equipment is the potential expansion of services, ordering and cataloging, but not necessarily preparation of the volumes. This implies inevitably larger units for centralized ordering and cataloging toward which the current trend moves—and toward the book catalog.

FOOTNOTES

1. From a confidential source.

2. Letter from Mrs. Kathleen J. Reich, Director, Library Processing Center, Orlando, Florida, February 11, 1966.

3. Hood, *op. cit.*, pp. 7-10.

4. Data from Walter H. Kaiser, County Librarian, Wayne County Library, Michigan.

5. Plan extracted from North Carolina State Library Processing Center, *Development and Procedures*, January 1, 1960-June 30, 1961 (Raleigh, N. C.: 1961), variously paged.

6. Treyz, Joseph H., "Equipment and Methods in Catalog Card Reproduction," *Library Resources and Technical Services*, VIII (Summer 1964), 269.

7. Data from Willard K. Dennis, Librarian, Kansas City, Kansas, Public Library.

8. Weiss, Rudi, "The State of Automation? A Survey of Machinery used in Technical Services Departments in New York State Libraries," *Library Resources and Technical Services*, IX (Summer 1965), 291.

9. *Ibid.*, p. 297.

10. *Ibid.*, p. 298.

11. Crawfordsville Purchasing and Processing Center, Indiana, "Report of the Crawfordsville Processing Center," September 1963, p. 3. (Mimeographed.)

12. Publicity from Westchester Library System, New York, Rudi Weiss, Chief, Technical Services, May 1965.

13. Veaner, Allen B. and Fraser, John, "Library Card Reproduction by Xerox Copyflo," *Library Resources and Technical Services*, VIII (Summer 1964), pp. 279-284.

14. Letter from Miss Lucena J. Kibbe, Head, Technical Processes, Mid-York Library System, New York, November 1, 1965.

15. Letter from Lester L. Stoffel, Librarian, Oak Park Library, Illinois, September 10, 1965.

16. Letters from Herbert L. Leet, Director, Southern Tier Library System, New York, October 6, 1965; May 11, 1966.

17. See footnote 15.

18. Letter from John B. Corbin, Director, Technical Services Division, Texas State Library, October 14, 1965.

19. Nassau Library System, New York, "Annual Report, 1964; the Year We Pushed the Button," p. 2.

20. "Sixteen Participating Libraries Named for Machine-Readable Cataloging Project," *Library Journal*, XCI (May 1, 1966), 2297.

21. Suffolk Cooperative Library System, New York, "Director's Annual Report, 1964," p. 5.

22. *Ibid.*, p. 6.

CHAPTER XI

FROM THE CENTER: BOOK SELECTION GUIDANCE

The "member library shall have and enjoy unqualified freedom of choice in the selection of books."
—Ontario Cooperative Library System, New York[1]

The prerogative of book selection is assured to all member libraries in each of the three types of centers identified. This freedom is sometimes confirmed in the contract or agreement as in the Ontario Cooperative Library System or as in the contract of the Public Library Service Center of Southwest Wisconsin which recognizes "that each participating library shall have and enjoy unqualified freedom of choice in the selection of materials purchased in its behalf."[2] A similar statement appears in the contract of the Eastern Shore Book Processing Center in Maryland.

The Northern Colorado Processing Center assures its member libraries that:

> The Center in no way dictates the variety or titles of books to be ordered nor the review sources to be used. Each participating library selects the books best suited to its collection.[3]

While the fulfillment of the responsibility of selection remains a significant measurement of a local library's awareness of its readers' needs, an appraisal of that fulfillment lies beyond the purpose of this Study. Some observations are to be made, however, on the procedures of selection guidance from the centers.

KINDS OF SELECTION

The selection responsibility is of two kinds: (1) independent within each member library and (2) guided from the center with each member retaining freedom of choice.

Independent

Within the autonomous and many neo-departmental centers no attempt is made to aid in selection or to prepare lists. The contracts of such centers include little recognition of selection but emphasize instead the responsibility for ordering. The North Carolina State Library Processing Center informs its member libraries that:

> Book selection is handled by each *librarian* and remains wholly the prerogative of the individual lbirary.[4]

Guided

Many centers or systems, especially those with the multi-service concept, actively participate in guidance programs. Some identify aids to be consulted; some prepare book lists; some sponsor book selection meetings; some, upon request, offer counsel. Despite continuing emphasis that the final selection is a local responsibility, strong objection has been made to guidance, presumably for adult titles only, from a central agency by Walter W. Curley, Director, Suffolk Cooperative Library System, New York:

> We encourage member libraries to order the books they want, *when* they want them. They are not expected to order from certain book lists or from book selection tools which we specify. . . .
>
> We have been concerned that jobbers and other Systems usually expect member libraries to order only certain books which appear on lists designated by the System office. We regard this as interference with book selection at the local level. Our feeling is that Coordinated ordering as it is called while less expensive for the System office, does inhibit book selection and in time, will limit the scope of member library book collections.[5]

This is, in part, an unwarranted indictment since each member library does retain the privilege of individualized selection in response to reader needs. The principle of guided selection is not so weak as perhaps its implementation to which the criticism is directed. There is not enough evidence, however, at this time to indicate that guidance resulting in duplication of titles, concurrent or eventual, fosters inadequacy in selection. That duplication would tend to limit the range of the collections within a system seems a justifiable concern but minimized through a plan whereby each or some member libraries would specialize in subject areas. In the Suffolk Cooperative Library System, for example, the public libraries of Huntingdon and Patchogue both serve as central libraries, each of which emphasizes special areas, Huntingdon acquiring in the fields of the *Dewey Decimal Classification* 200's, 300's, 500's, 600's, 960's-999's, and B; Patchogue in the other fields (000's not assigned).

Some centers have expressed concern over the selection in some member libraries. One System will order books below the standards which it approves. In another the following restriction conveys some reservation:

> Participants in the book processing program are invited to submit requests for books not on any list they may receive. Such titles will then be listed if they meet the selection standards set by participating members.[6]

It seems likely that the controversy concerning the quality and scope of selection will continue whatever the procedures instituted within centralized processing programs.

BOOK SELECTION SOURCES

Some agencies, such as the California State Library, endorse the view that the member libraries are not to be restricted to any specific sources. The Book Processing Center in Florida, while not designating sources, points out in its "Ordering Policies" of August 1965 "that publisher's announcements are not a desirable book selection source." Others, however, recommend sources with varying degrees of authority as do the following.

Within State Libraries

In Georgia

In the "Public Library Order Directions, 1965-1966," issued by the Georgia State Dept. of Education, appear the following directives:

> Books must be selected from the 1965-66 printed Georgia Library List or from other approved sources. . . . These approved sources include a wide range of the nationally recognized reviewing publications. . . .
> Special state lists are issued from time to time.

……

> The selection source from which the title is selected should be indicated. . . .

AAA Science Book List for Children. 2nd ed.
Science Book List
Arithmetic Teacher
ALA Booklist
Books for Business (a special state list)
Basic Book Collection for Elementary Schools
Basic Book Collection for High Schools
Basic Book Collection for Junior High Schools
Book Review Digest
Children's Catalog
Bulletin of the Center of Children's Books
Childhood Education
Elementary Education
English Journal
Fiction Catalog
Georgia Library List
Bibliography for Social Science—American History for High Schools (1964)
Suggested Bibliography on Communism
Industrial Arts Bibliography
Pathways to Music Bibliography (1963) or Books About Music for Georgia Schools (1960)
Selected List of Books for Teachers (1963)
Supplementary List of Readers (1965)
Georgia Reference List
Horn Book
Journal of Geography
Library Journal or School Library Journal
Let's Read Together
Mathematics Teacher
New York Herald Tribune Books [sic]
New York Times Book Review
Social Education
Standard Catalog for High School Libraries
Standard Catalog for Public Libraries
Saturday Review of Literature [sic]
Virginia Kirkus Bookshop Service [sic]
Winchell's Guide to Reference Books and Supplements
Wilson Bulletin[7]

The libraries are further advised:

> Publishers' or jobbers' catalogs are *not* approved selection sources. *Advertisements of titles in reviewing periodicals do not constitute a recommendation even though the advertisement appears in one of the approved selection sources.*[8]

In North Carolina

The North Carolina State Processing Center revised its "Approved Sources" in 1965 and on the list are sources requested by participating libraries. The sources are:

American Book Publishing Record
Book Buyers Guide
Book Review Digest
Booklist
Bookman's Manual
Children's Catalog
Fiction Catalog
Horn Book
Kirkus [Virginia Kirkus' Service]
Library Journal
New York Herald Tribune Book Review Section [sic]
New York Times Book Review Section
North Carolina State Library Book Suggestions
Publishers' Weekly
Saturday Review of Literature [sic]
Standard Catalog for High School Libraries
Standard Catalog for Public Libraries[9]

At a meeting on January 11, 1966, the Processing Center added the following selection sources, primarily local newspapers, to the list:

North Carolina Historical Review
Scholarly Books in America
Newspapers: (all local)
Asheville-Citizen Times Book Review
Charlotte Observer Book Review Section
Durham Morning Herald Book Review Section
Greensboro Daily News Book Review Section
Raleigh News and Observer Book Review Section
Winston Salem Journal and Sentinel Book Review Section[10]

In Texas

The member libraries of the Texas State Library Centralized Processing Center are asked to select their titles PRIMARILY from the following list of publications:

American Book Publishing Record
Book Review Digest
Booklist and Subscription Books Bulletin
Children's Catalog
Cumulative Book Index
Fiction Catalog
Herald Tribune Book Review [sic]
Horn Book
Kirkus [Virginia Kirkus' Service]
Library Journal
New York Times Book Review
Publishers' Weekly
Readers Advisory [sic] and Bookman's Manual
Saturday Review
Standard Catalog for High School Libraries
Standard Catalog for Public Libraries[11]

The Wilson publications, *Children's Catalog, Fiction Catalog, Standard Catalog for High School Libraries* and *Standard Catalog for Public Libraries* are distributed free to member libraries.

Within the New York Systems

Though the New York Systems are highly individualized in their book selection services, some of them recommend or identify sources for use by member libraries. The similarity of the sources can be seen in the sources suggested by five of the Systems:

Finger Lakes Library System, Ithaca

ALA Booklist
Book Buyers' Guide

The Bookmark
Bulletin of the Center of Children's Books
Children's Catalog
The Horn Book
Virginia Kirkus' Service
Library Journal
Newsweek
New York Herald Tribune
New York Times
Publishers' Weekly
Saturday Review[12]

Four County Library System, Binghamton

America
Book Buyers' Guide
Booklist
Catholic World
Kirkus [Virginia Kirkus' Service]
Library Journal
New York Herald Tribune Books
New York Times
New Yorker
Newsweek
Publishers' Weekly
Saturday Review[13]

Nassau Library System, Hempstead

American Book Publishing Record
Book Buyers' Guide
Booklist
Choice
Kirkus [Virginia Kirkus' Service]
Library Journal
Publishers' Weekly[14]

North Country Library System, Watertown

The System provides one of the following book reviewing media to each member library:

ALA Booklist
Kirkus [Virginia Kirkus' Service]
Library Journal
New York State Library Book Mart[15]

Westchester Library System, Yonkers

Adult titles in:

Booklist and Subscription Books Bulletin
Herald Tribune Book Week
Kirkus Service [Virginia Kirkus' Service]
Library Journal
New York Times Book Review[16]

Within member libraries

Twenty member libraries associated with two centers, neither of which offered book selection guidance, reported the use of the following reviewing sources:

Source	*No. of Libraries*
American Book Publishing Record	3
American Historical Association, Guide to Historical Literature	1
Book Buyers' Guide	5
Book Review Digest	2
Booklist	16
Books in Print	1
Horn Book	4
Kirkus [Virginia Kirkus' Service]	9
Library Journal	16
McClurg Monthly Catalog	1
New York Herald Tribune	3
New York Times	7
Publishers' Weekly	12
Reader's Adviser and Bookman's Manual	1
Saturday Review	4
Standard Catalog (not further identified)	1
Top of the News	1
Wilson Library Bulletin	2

Omitted from the list because of vagueness are the following sources: "current mgz, art, science, etc.," "some center for children's books," and "personal."[17] It can readily be noted that the three most popular sources are the *Booklist, Library Journal,* and *Publishers' Weekly.* Though the *Virginia Kirkus' Service* was not cited so often as others, its availability at one of the centers could intensify its use.

Similarities of Lists

Duplication of sources is evident in both lists, those recommended by the central agency and those selected by member libraries independently. The Georgia list is more detailed and specialized in its inclusion of sources such as the *Journal of Geography* and *Mathematics Teacher.* The absence of sources reviewing foreign language titles from all the lists presumably reflects the reading orientation of the clientele of the libraries.

The lists are similar also in their inclusion of descriptive, evaluative, and identifying sources, retrospective and current, without clarification. All include adult and juvenile reviews. All include professional and commercial sources, of which five, frequently cited, reviewed the following number of American titles published in 1965 alone:

Source	*Titles reviewed* (including adult and juvenile)
Library Journal	6,127
Virginia Kirkus' Service	3,973
ALA Booklist	2,821
New York Times Book Review	2,332
Saturday Review	1,657[18]

Such similarities of lists used by member libraries and centers should allay a fear of control by centers which have recommended sources. In some instances, moreover, it appears that the centers have broadened the evaluative experiences of member libraries by not only recommending but also making available some of the reviewing media.

Use of Kirkus

The Virginia Kirkus' Service, Inc., is a persuasive and potent influence in selection among its more than 3,000 public library subscribers. Within many centers Kirkus predetermines the order patterns, for example, among the directives citing Kirkus are these:

> Rush orders are to be comprised *only of adult* titles taken from the Kirkus Review Service. Kirkus was selected because more libraries are using this service.[19]
>
> [Kirkus titles are deadline order books] which are given top priority at each work station.[20]
>
> Mail orders for adult titles in current Kirkus to Processing Center within *10 days* of receipt.[21]

Some centers informally acknowledge their indebtedness, not always happily, to Kirkus because of its timing. The Service continues to be unique for, by reading publishers' galleys, it reviews around 4,000 titles annually from "all the general trade publishers with the [recent] exception of Dodd-Mead." Select coverage is given to University Press titles. The 24 annual bulletins, internationally copyrighted, coming out from six to ten weeks in advance of publication dates, review "the most general types of books intended for the average reader" with the exception of plays and technical books.[22] Other types excluded are text and toy books and titles from private presses.

The reviewing staff consists of five people, one of whom has been with the Service for 30 years; two have had experience in publishing and in the library field. Outside reviewers, including former staff members and others with specialized background, review in such fields as science, political science, religion, and poetry. The reviewers' names are added on some of the lists.

The subscription price of $26.00 may be somewhat prohibitive for the library with a book budget under $4,000, for while there is a flat rate for branches, departments, and duplicates for members of library systems, "any member library with a book budget over $2,000 rates as a regular library subscriber." Presumably included in that listing would be members of processing centers with budgets over $2,000. Since the Service depends on its subscriptions for support, such a limitation on use of the flat rates merits some consideration from its users.

Only through a Kirkus inventory could the full weight of its influence in selection be measured and then only if it were known that the title was purchased on the basis of the Kirkus review. Meanwhile, the coverage in 1965 of Kirkus (3,973 titles) as compared with the broader scope of the *Library Journal* (6,127 titles) [23] with the latter reviews having been made by experienced and identified librarians, might well stimulate an inquiry on the influence of review media.

Use of the Wilson Catalogs

Many centers cite more of the *Standard Catalogs* of the H. W. Wilson Company as selection aids though the pattern of publication results in their being more often criteria against which to measure and possibly to remedy the scope and adequacy of prior selection.

The Wayne County Library System in Michigan has developed a cooperative buying program whereby at least one copy of every title in the *Catalogs* will be available to the whole System membership. The titles may be borrowed personally or through interlibrary service. In addition to the basic plan, nine member libraries are to acquire all titles marked by the single and double star, the Wilson symbols indicating value.[24] While it may be assumed that many of the titles are already held, not only in the Wayne County System but in many other libraries, such use of the *Standard Catalogs* insures instant and representative selection as well as an instant book catalog.

BOOK SELECTION SERVICE FROM CENTERS

The multi-service centers participate variously in book selection guidance with primary emphasis on monographic titles. Few selection techniques are original, however, since most of them have long been used in centralized and/or metropolitan libraries having branch programs. The popular media continue to be booklists, book displays, and review meetings.

Booklists

Bi-weekly, monthly or less frequent lists are prepared by many central services; they may relate to current or new titles, replacements, or requests, or may be arranged by subject or by age interests.

The Pioneer Library System, New York, which issues bi-weekly lists includes pre-publication titles to permit early purchasing; however, most of the titles are re-listed later unless advance copies are available at the time of the original listing. The types of pre-publication titles are:

1. Anticipated best-sellers
2. Books by well established authors that are likely to be purchased by most libraries
3. Books about people, places or events of considerable current interest at the time of publication or that are expected to be controversial or highly publicized; and
4. Books of local interest.[25]

One center has explored the possibility of purchasing, without prior review, new titles of authors approved by its membership.

Representative booklists

Extracts representing various types of centers follow:

Indiana: Crawfordsville Purchasing and Processing Center
Prepares book order list with designated date for return. Arranges lists alphabetically; identifies type of books by such words as "thriller," "good novel," "adult western." Cites one source of review and list price.

Code	*Author*	*Title*	*Pub.*	*Price*	*Source*
_____	Clayton, E.	Martin Luther King, The Peaceful Warrior (GR 3-5)	PH	3.25	LJ 2/15-958
_____	Cohen, J. M.	Golden Book of Quotations (REF)	Golden	3.99	WLB 1/65-411
_____	Colum, P.	Roofs of Gold, Poems to Read Aloud	MacM	3.94	NB/ 2/15-566
_____	Conant, James	Shaping Educational Policy	McGraw	3.95	B 2/1-504
_____	Cook, James	Miracle of Plastics	Dial	4.95	B 1/15-453

Nevada: State Library

Prepares "Books Recommended for Purchase." Includes price for paper covers and some reviews.

2. American Assoc. for the Advancement of Science
AAAS science book list for children. 1964 — 1.50 paper 2.50

11. Sands, Bill
My shadow ran fast. Prentice Hall, 1964 — 4.95

12. Shakespeare, William
Sonnets, ed. with introd. and commentary by A. L. Rowse
Harper & Row, 1964 — 5.00
Library Journal, July, 1964

New York: Buffalo and Erie County Public Library

Prepares checklist with designated dates for return.
Uses symbols: B = Central Branches have ordered
L = Limited. Buy with caution
X = Central Branch pool
Includes titles for children, young people, and adults.
Cites source/sources of reviews and list price.

Symbol	*Author*	*Title*	*Review*	*List Price*
B	Melman, Seymour	Our depleted society	Holt	5.95
		"A searching examination of economies and production during the period of the Cold War, and the deterioration of technology and leadership which has resulted in, the author maintains, an incompetent society. Stresses the overproduction of armaments and urges a new look at our security needs." P. W. 8/9/65 p. 116		
	Middleton, Harry J.	The compact history of the Korean War	Hawthorn K 10/15/65 p. 1107	5.95
B	Mitchell, Joseph	Joe Gould's secret	Viking K 7/15/65 p. 739	4.50
B	Mueller, Robert	Eyes in space (spacecraft views of the universe)	John Day B 7/65 p. 59	3.75

New York: Finger Lakes Library System

Prepares checklist of books to be on display. Includes adult fiction, adult nonfiction, children's books, easy books, juvenile fiction, juvenile nonfiction, and special groupings, such as "Holiday titles for your consideration." Cites author, title, publisher, publication date, price and source of reviews.

No. Copies

______ Montgomery, Ruth. A Gift of Prophecy: the Phenomenal Jeane Dixon. Morrow, Aug. 25. $4.50. BBG 8/65.; •K602, 6/15/65; LJ 7/65:3025; PW 6/14/65:97.

______ Nelson, Walter Henry. The Great Discount Delusion. McKay, July 1965. $4.50. BBG 7/65; K595, 6/15/65; LJ 8/65:3280; NYHT 8/8/65; PW 5/24/65:68; SR 7/31/65.

______ Scipio, (pseud.) Emergent Africa. Houghton, May 1965. $5.00. BBG 5/65; K411, 4/1/65; LJ 7/65:3040.

New York: Mohawk Valley Library Association

Prepares book order list including books being purchased by the Association or the Schenectady County Public Library. Designates date for return; suggests addition of titles. Refuses to buy books published by Avon or Arcadia Press. Includes adult and juvenile fiction and nonfiction.

	Author	*Title*	*Publisher*	*List Price*
_____	O'CONNOR, FLANNERY	Everything That Rises Must Converge Collection of short stories by a brilliant Southern woman writer.	Farrar	4.95
_____	TERTZ, ABRAM	The Makepeace Experiment Satirical novel about the upheaval in a small Russian village when a local resident discovers the secret of peace and happiness. By a Russian writer whose writing is banned in Russia.	Pantheon	3.95

New York: North Country Library System

Prepares "Central Book Purchase Buying List" with designated date for return. Relies heavily on Kirkus for annotations. Includes adult, young adult, and juvenile fiction and nonfiction.

_____	Wodehouse, P. G. K. 1081	THE BRINKMANSHIP OF GALAHAD TREEPWOOD Simon & Schuster 1965 $4.50 A delightfully comic novel of manners dealing with the intricate workings of several upper class love affairs.
_____	Zilahy, Lajos K. 1176	CENTURY IN SCARLET McGraw-Hill 1965 $6.95 A sweeping historical novel that opens with the Congress of Vienna in 1814, and follows the two handsome Hungarian aristocrats—the Dukay twins—as they pursue their fortunes in the major courts and capitals of the world.

New York: Suffolk Cooperative Library System

The Children's Consultant and the Young Adult Consultant prepare recommended lists for consideration. Asterisks (*) indicate special recommendations. (Juvenile books) IBM order forms used for ordering.

"Recommended Young Adult Book List"
Summer 1964

Clark, Kenneth B. 1963 Beacon Press 2.50
The Negro protest

Report on succinct but penetrating conversations with negro leaders, Malcolm X, James Baldwin and Martin Luther King. This brief (56 pages) presentation indicates clearly the position each one takes to the "negro problem." The three divergent positions are sharply outlined as they are brought together. Excellent frame of reference for further reading. Civil rights

Engle, Paul and Langland, Joseph 1962 Dial 6.95
Poet's choice

The authors' own suggestions on their works become a remarkable anthology. The concentrated high quality does not make for a simple non-demanding selection but it does make for a rewarding experience. One has a sharp introduction to current poetry for having read this. Poetry

Book lists for continuations.—Among the centers which include continuations in their book selection program is the Westchester Library System, New York. A comprehensive list of titles of interest to all member libraries was distributed for decisions as of April 2, 1965. The members were advised not to consider the list as all inclusive but that suggestions could be forwarded. Full directions for ordering are given with the warning that "with continuations everything varies, price foremost, title, editor, publisher, and sometimes over the years all four." Extracts from the "Continuations List 1965" indicate its scope:

Best Cartoons of the Year publ. by Crown	2.95
Europa year book publ. by Europa Pubns.	44.00 set
Glenn's new auto repair manual, by Harold T. Glenn publ. by Chilton	10.95
Jane's Fighting Ships publ. by McGraw	39.50
National Catholic almanac, ed. by Felicia Foy publ. by Doubleday[26]	2.95

Though some centers include continuations titles as monographs in their books lists, few have organized the program so efficiently as Westchester, either in selection guidance or, as will appear later, in cataloging.

Book displays and review meetings

Both by displays and reviewing of titles, many centers emphasize that there is no substitute for seeing and handling books before selecting. In New Hampshire, a consultant from the State Library attends meetings to which he brings a "carefully-selected collection of both recently published and older books for adults, young people and children, that, in his judgment, might be useful to small libraries."[27] The book meetings of the Rochester Public Library, New York, are open to all the county members of the Pioneer Library System.

The Nioga Library System, New York, began to experiment with a working book review program as of November, 1965. The meetings are held bimonthly in the Lockport Public Library and at the Swain Library in Albion where the titles are on display. Brief reviews of the titles are written by the librarians and staff of member libraries. While the Director has stated hopefully that "we think it can be a valuable addition to cooperative book selection,"[28] there is evidence from other centers that some librarians are reluctant or unable to attend book review meetings held at central locations.

Greenaway plan as an aid.—Meanwhile participation in the Greenaway plan has permitted libraries formerly isolated from publishing centers to secure titles for display and review oftentimes prior to publication. At present the Michigan State Library, through the Library Services and Construction Act (LSCA) funds, provides "Greenaway contracts with some 24 publishers to each library system as the nucleus of a book examination center."[29] The Grand Traverse Area Library Federation, one of the Michigan Systems, furthers the selection service to its member libraries by preparing book lists with annotations and buying information. In addition "book selection meetings occur every two weeks and librarians of the area libraries are invited to staff discussion of books."[30] The Rochester Public Library, New York, also participates in the Greenaway plan and shares the titles for review and examination with the Pioneer System.

Unless there is a large library associated with the center or unless funds, federal or other, are available, few centralized processing programs have been able to obligate themselves with Greenaway contracts. Yet contractual arrangements might well be explored in the search for improving selection through review among member libraries. Data on the following publishers, some among many, indicate both the financial and the reviewing responsibility which would be assumed by a center should it participate in the program:

Publishers and the Greenaway Plan

Publisher	*Approx. no of titles, 1965*	*1st copy cost or discount*	*May return*
T. Y. Crowell	114	$1.00 per book	No
Dodd, Mead	153	1.00 per book	No
Doubleday	650	55%	No
Harper & Row	643	$495.00 per year (60-70%)	No
McGraw-Hill	662	20% technical 40% trade	Yes
Prentice-Hall	449	25% technical 65% trade	No[31]
	2,671 Total		

Bookmobile service.—"Book selection on wheels" has been an experiment of the North County Library System whereby books were taken to the member librarians throughout the System. The experiment has been conducted with the aid of a 2,500 volume demonstration bookmobile from the Library Extension Division of the New York State Education Department and with the Library Services Act funds. From 100 to 400 selected new titles are routed for four days of one week during months of good weather for day-long visits in a spot convenient to four member libraries. An order slip with order information, review source, and a brief annotation is placed in each book. In addition to the books and reviewing periodicals carried in the bookmobile, other resources are included. These include sample volumes of encyclopedias with reviews, the Wilson catalogs and *Books in Print*, phonograph records, gift and exchange books, and about 2,000 books from the System's headquarter's pool which the librarians may borrow.[32]

The program has been seemingly satisfactory though some librarians still prefer to order directly from reviews. While the System headquarters has viewed the success of its program with some reserve, a federal grant has been requested to continue the experiment.

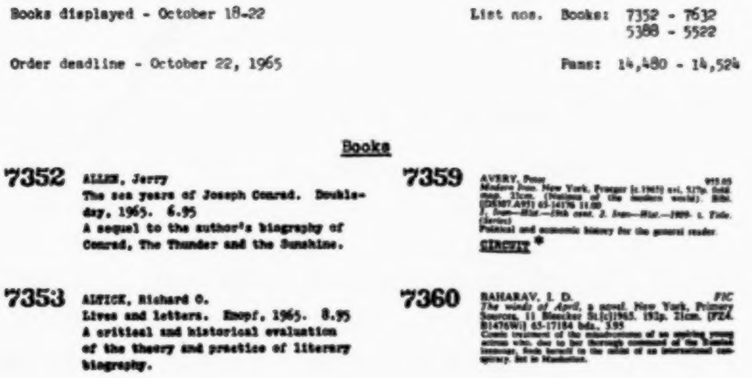
The obvious limitation of this librarians' "Parnassus on Wheels" is the resultant rapid evaluation. This is offset both by the knowledge that many librarians for the first time are previewing titles before ordering and also by the availability of the titles for study at headquarters.

Selection in the Wayne County Library System, Michigan

Among the services offered by the Wayne County Library System to its members by contract is firmly guided book selection. The service is thus described:

> Qualified and experienced professional librarians who have specialized in book selection seek out books available and prepare lists used by community librarians for ordering. Two adult lists appear each month and include a wide range of titles in all subject areas as well as fiction and pamphlet material. One list each month also includes replacement titles to enable community libraries to keep up to date with filling gaps and reordering books previously listed. Wayne County receives many books on the Greenaway Plan well in advance of publication and orders single copies of many others as soon as they are announced in order to list books as soon as possible. Certain best sellers may be bought without listing for libraries interested in such services. Community librarians may inspect the books and the Kirkus and Library Journal reviews at the County library prior to ordering.
>
> One juvenile list is prepared each month, September through June, based on decisions made by the children's librarians who meet monthly with the head of children's services for a book reviewing and in-service training meeting. Replacement titles are incorporated in the monthly lists for October through June.
>
> The local librarians are sent the lists at least one week in advance of the deadline and are expected to check it over, compare present holdings, estimate their needs, and examine the books which are on display at the headquarters building and enter their orders at that time.
>
> ....
>
> Requests for books not on any list may be made and if the book meets the selection standards set by participating members, it will be listed subsequently.[33]

Wayne County Library System, Michigan
Extracts from an "Adult Book Order List":



Books displayed - October 18-22

List nos. Books: 7352 - 7632
5388 - 5522

Order deadline - October 22, 1965

Pams: 14,480 - 14,524

Books

7352 ALLEN, Jerry
The sea years of Joseph Conrad. Doubleday, 1965. 6.95
A sequel to the author's biography of Conrad, The Thunder and the Sunshine.

7353 ALTICK, Richard D.
Lives and letters. Knopf, 1965. 8.95
A critical and historical evaluation of the theory and practice of literary biography.

7359 AVERY, Peter
Modern Iran. New York, Praeger
Political and economic history for the general reader.
CIRCUIT *

7360 BAHARAV, I. D. FIC
The winds of April, a novel. New York, Primary Sources

Pamphlets

14490	edwin arlington robinson gpo .25	14501	high school completion program for adults and out of school youth dept pub instr free
14491	effects of the civil war on farming in michigan mich. civil war cent. observance comm. free	14502	how to conduct a book review symposium jewish book coun .20

Wayne is one of the few systems to offer such a thorough pamphlet selection service. There is no processing charge; each library pays the price as indicated. Another center which orders pamphlets is the Buffalo County Public Library.

Selection in the Pioneer Library System, New York[34]

The Pioneer Library System is a somewhat complex federated structure of five counties (Monroe, Livingston, Ontario, Wayne, and Wyoming). They, through contract with Monroe County, secure book selection guidance and other processing services from the Rochester Public Library with which Monroe County had earlier contracted. Further agreement between each county and its member libraries creates the framework for the federation in which each county retains its freedom of selection. Thus the Rochester Public Library shares its professional services with the System. The Library has no control over the finances and will order titles, if requested, which are below its own standards. Monographs only can be ordered.

Within the Rochester Public Library.—Biweekly book lists routinely are prepared for adult and young people's titles; children's book lists are prepared fortnightly except during the summer months. The lists include Greenaway titles from about thirty publishers which have been screened in advance and non-Greenaway titles ordered for review. They also include titles recommended by member libraries with approval of the library which made the suggestion and sources of reviews which are generally available in the branches. Fortnightly book meetings are held. Special lists are compiled such as "The Challenge of the 'Great Society'," August 27, 1965.

Extract from "Adult Bookmeeting List"
September 8, 1965
# Numbers preceded by this symbol are to be reviewed briefly.

	Non-Fiction		
11 Gould, Julius	A dictionary of the social sciences	64 Free Press Choice 6:219	19.50
12 Graham, William F.	World aflame	65 Doubleday K 715	3.95
13 Harrington, Michael	The accidental century	65 Macmillan K 554; H 8/22:1	5.95
	Fiction		
#51 Keating, Henry R.	Is skindeep, is fatal	65 Dutton K 594	3.95
#52 Knight, Damon F.	Beyond tomorrow	65 Harper K 655	4.50
53 Lane, Margaret	A night at sea	65 Knopf K 854	4.95

---

* Circuit books are paid for from overhead expenses; they are usually scarce, expensive or of limited interest.

The lists also include prepublication titles, relistings, new editions, etc. (e.g., Consumer bulletin 1965/66 Annual), and paperbacks.

Within the Monroe County Library System.—The member libraries are advised that:

1. The Rochester Public Library's biweekly adult book selection meetings are open to participating libraries. Lists of books to be considered will be sent to participating libraries approximately one week in advance of the meeting; these lists cite book reviews.
2. The Rochester Public Library sends to participating libraries lists of books reviewed at its children's book selection meetings, with indication of the agencies for which the books are ordered. These books with the Rochester Public Library staff's reviews, may be examined at the subsequent adult book selection meeting. The Rochester Public Library will also arrange quarterly children's book selection meetings.
3. Special advice will be given by specialists of the Rochester Public Library staff in connection with unusual book selection problems.[35]

Within the Pioneer Library System.—Libraries in the entire complex receive the book lists and within each county the director secures titles from the Rochester Public Library and holds book selection meetings independently. Members are urged to assist the System to improve its services by memoranda such as the following:

BIWEEKLY CHECKLISTS—YOUR SUGGESTIONS ARE WELCOME

a) These checklists of adult, juvenile and young adult titles are initiated by RPL staff but the suggestions of town librarians are most welcome. While all member libraries can order any book that they wish, even though not on a checklist, we suggest that town librarians, when ordering non-checklist titles, consider whether other librarians might wish to order them too. If you think that they would, send your order to the Acquisition Department and note "CHECKLIST?" on the order card.

b) Pre-publication titles are listed to permit earlier purchase and processing of these types of books:
   1) Anticipated best-sellers;
   2) Books by well established authors that are likely to be purchased by most libraries;
   3) Books about people, places or events of considerable current interest at the time of publication or that are expected to be controversial or highly publicized; and
   4) Books of local interest.

   Most titles listed for pre-publication purchase are re-listed for later review and reconsideration unless advanced copies are available at the time of original listing.

   Send your suggestions for pre-publication listing to Harold Hacker, who has a personal interest in pre-publication purchasing.

SPECIAL CHECKLISTS—YOUR SUGGESTIONS ARE WELCOME

If there are areas in your library's collection that need strengthening and you believe that other libraries may also be weak in the same area (e.g., picture books, types of novels, subject areas), send your suggestions for a special checklist to your system director. Such checklists, when issued, will include standard as well as currently published titles.[36]

While there are yet problems to be solved, the Director of the Livingston County Library System in New York feels that the librarians would not like to return to their former procedures when many of them "ordered materials 1) sporadically, 2) from only one source, 3) with book committees, 4) with limited knowledge or attention given to pamphlets, paperbacks, government documents, etc."[37]

OBSERVATIONS AND RECOMMENDATIONS

While there may be some justifiable concern over a conformal pattern of book selection if guidance emanates from a centralized source, even more to be avoided is the book selection wasteland, sometimes present, nourished on inadequacies in selection policies, in knowledge and use of reviewing media, and in literary judgment. It is recommended, therefore, that centralized service programs:

1. Endorse and foster the unqualified freedom of selection within the member library.
2. Adhere to a policy of guiding selection by
   a. Evaluating and recommending reviewing media.
   b. Issuing book buying lists, with sources of reviews and annotations, for further selective appraisal.
   c. Including monographs, serials, and other types of materials within the acquisitional interests of member libraries.
   d. Making available for personal review the titles included on the lists either at the center or at designated locations within the perimeter of member libraries.
   e. Scheduling book review meetings.
   f. Encouraging member libraries to contribute titles and reviews for inclusion in book buying lists.
3. Schedule a semi-annual reappraisal of acquisitions on the basis of the buying lists, thereby insuring selection which reflects reader request as well as anticipated reader interests.

FOOTNOTES

1. Ontario Cooperative Library System, New York, "Contract with Member Libraries," p. 3, paragraph 8.
2. Public Library Service Center of Southwest Wisconsin, "Agreement," p. 1, paragraph 1a.
3. "Northern Colorado Processing Center," [A Report prepared by Luella Kinnison] (1962), p. 8. (Mimeographed.)
4. North Carolina State Library Processing Center, "Development and Procedures, January 1, 1960-June 30, 1961" (Raleigh, N. C.: 1961)), variously paged.
5. Suffolk Cooperative Library System, New York, "Director's Annual Report, November 11, 1964," pp. 5-6.
6. Wayne County Library, Michigan, "Library Resource Center: Notes on Procedures and Policies for Processing of Books, April 3, 1964."
7. Georgia State Department of Education, *Public Library Order Directions, 1965-1966* (Atlanta, Ga.: 1965), pp. 5-6.
8. *Ibid.*, p. 7.
9. North Carolina State Library Processing Center, " Memorandum 27, July 14, 1965."
10. North Carolina State Library Processing Center, "Memorandum 33, January 14, 1966."

11. Texas State Library Centralized Processing Center, *Manual/2* (Austin: 1965), p. 9.

12. Finger Lakes Library System, New York, "Checklist, No. 54, August 27, 1965."

13. Four County Library System, New York, "Book Selection and Book Ordering," from Marcus A. Wright, Director, 1-5-62.

14. Nassau Library System, New York, "Reporting Dates for Book Orders," from R. Pfefferle, Chief, Technical Services, June 1, 1965.

15. From interview with Staff, North Country Library System, New York, September 10, 1965.

16. Westchester Library System, Technical Services, New York, "Procedure Manual for Member Libraries" (1964), p. BkOrd-2. Detailed directions given as to sections of reviewing media to use and order data.

17. See Chapter IX, footnote 9.

18. "Tabulations Completed," *Library Journal*, XCI (April 15, 1966), 2190.

19. Northern Colorado Processing Center, "Rush Orders" (Sept. 1965.)

20. Book Processing Center, Oak Park, Illinois, "Procedures for Deadline Books." (1965?)

21. California State Library Processing Center, "Procedure Change, November 9, 1962."

22. Letter from Mrs. Alice E. Wolff, Vice President & Managing Editor, Virginia Kirkus' Service, Inc., May 24, 1966.

23. See footnote 18 above.

24. From interview with Walter H. Kaiser, County Librarian, Wayne County, Michigan, Library System, November 11, 1965.

25. Pioneer Library System, New York, "Memorandum #1-C, December, 1961," p. 2.

26. Westchester Library System, Technical Services, New York, "Continuations List 1965, February 17, 1965." 9 pp.

27. New Hampshire State Library, "Manual for Centralized Purchasing" (1965), p. 3.

28. Nioga Library System, "Something New," Laurence G. Hill, Director. (Invitation to attend book meetings either on November 8, 1965, or on November 15, 1965).

29. Letter from Miss Genevieve M. Casey, State Librarian, Michigan State Library, December 17, 1965.

30. Letter from Mrs. Terese Flaherty, Director, Grand Traverse Area Library Federation, Michigan, September 7, 1965.

31. Data from James A. Leathers, Director of Libraries, Mid-Continent Public Library Service, Independence, Missouri.

32. McFerran, Warren, "Book Selection on Wheels," *The Bookmark* (March 1965), pp. 209-211. (Reprint.)

33. Wayne County Library, Michigan, "Centralized Selection, Cataloging, and Book Processing Services Provided by the Wayne County Public Library." (August 1965), pp. 1-2.

34. Data from interview, September 9, 1965, and correspondence in 1965 and 1966 with Doris Repenter, Head, Acquisitions Department, Rochester Public Library, New York.

35. Monroe County Library System, New York, "Plans for Centralized Processing." (March 23, 1961.)

36. Pioneer Library System, New York, "Memorandum #1-C, December, 1961," pp. 1-2.

37. Letter from Walter F. Airel, Director, Livingston County Library System, New York, January 7, 1966.

CHAPTER XII

WITHIN THE CENTER: ORDERING

INTRODUCTION

Centralized ordering is an activity of many processing centers though not considered essential by others. Of the 23 respondents to the Missouri questionnaire, four stated that member libraries were responsible for their own ordering, 19 included ordering.

Though the two Missouri centers did not participate in the questionnaire, their different financial structures illustrate how the two ordering procedures, local and central, emerged in Missouri. The Southwest Missouri Library Service, Inc., has never included centralized ordering but the plan is seemingly satisfactory to its members which support the center according to a proportional assessment based on their total budgets. In contrast, the Library Services Center of Missouri (formerly autonomous, now under the direction of the Missouri State Library) had an agreement whereby each member agreed to expend a certain percentage of its book budget through the Center. Such a plan insures volume and has been imitated more frequently than that of the Southwest Missouri Library Service, Inc., especially among those centers which lacked subsidies. The budget percentage to be expended through the centers varies from 75% to 80%, according to some formal agreements.

As subsidy programs developed, either partial or in full, the need for firm financial commitments was lessened because the expenses usually were assumed by the centers within the multi-service programs. In the New York Systems there is no suggestion that a guarantee be made of the percentage to be expended or of the number of titles to be acquired. Contracts with outsiders, however, usually do specify a charge per volume and sometimes indicate the total number to be processed. The agreement between the Nioga Library System, New York, and Niagara University states that the charge per unit (volume) is to be $1.55 and also that:

> The minimum number of volumes to be processed for Niagara University . . . shall be five thousand (5,000) volumes.[1]

The ordering programs that have developed are partial rather than complete, the two notable exceptions being those of the Wayne County Library System, Michigan, and the Hawaii State Library where complete coverage is sought. The freedom insured for member library acquisitions has been a restraining factor in the development of coordinated, centralized ordering. Contributing factors have been: (1) the use of the percentage quota which invites member libraries to maintain at least a skeleton order unit and thus duplicate procedures; (2) the reluctance or unwillingness of systems headquarters to assume full ordering responsibility with the consequent result that member libraries continue to order individually; (3) the decision not to order certain types of materials which compels the continuation of both an ordering and a cataloging unit within member libraries.

Such a division of responsibility defeats in part the proclaimed merits of centralized processing among which are:

1. More professional time released to perform other administrative and professional duties
5. Elimination or reduction of duplication of effort among libraries in an area
6. Reduction in bookkeeping for member libraries by having only one bill to pay.[2]

Types of materials to be ordered through the centers

Current monographic publications rather than continuations have received priority; this, despite the knowledge that continuations are frequently more difficult both to order and to catalog. Some centers do permit the ordering of annuals as if they were monographs. Among the New York Systems the scope varies as follows: (1) the Buffalo and Erie County Library includes books, pamphlets, periodicals, audio-visual and other library materials; (2) the Finger Lakes Library System, books and phonorecords; (3) the Pioneer Library System, books and periodicals; (4) the Westchester Library System, monographs and continuations. The Texas State Library Centralized Processing Center will handle only in-print publications and publications published or distributed in the Continental United States or Canada.

Types of materials not generally ordered through the centers

Out-of-print publications, foreign imprints, rare books, and titles from dealers' sales catalogs are seldom, if ever, included. Pamphlets, government documents, and audio-visual materials are usually acquired by the member libraries. The North Carolina State Library Processing Center has advised its members specifically that:

> Since any publication ordered from either the Superintendent of Documents or State agencies must be paid in advance, we are requesting that, for the present, you handle these local orders locally and not send them to the Center.[3]

However, the Eastern Shore Book Processing Center in Maryland does order government documents but no special discount is available and postage must be included in the charge.[4]

One Center sought release from a backlog by urging that member libraries acquire and catalog their own best sellers but, despite the request, many of the libraries continued to order popular titles through the Center. The Suffolk Cooperative Library System, New York, originally planned to limit its program to titles published, *not printed,* in 1963, but as the routines have been improved, its scope has been expanded to include some pre-1963 or earlier adult non-fiction titles.[5]

These decisions affect book selection and ordering in the member libraries and the guidance offered by the centers so significantly that reappraisals might be made to broaden the coverage of centralized ordering programs or to abandon them.

In this chapter data on single and concurrent title ordering from member libraries and special topics affecting ordering policies and procedures are reviewed.

ORDERS FROM MEMBER LIBRARIES

Orders from member libraries may be sent in for single titles as selected or for titles selected by a designated date from lists being shared by all members. Single or individualized title ordering is considered by some a concomitant of freedom of book selection. While this view is held, for example, by the Suffolk Cooperative Library System, New York, and respected by the autonomous and many of the neo-departmental centers, some have attributed their crises in processing to it. One center, for example, which predicated its solvency on a duplication of 4½ titles, found that the actual duplication was 1½ titles. A partial solution has been found in synchronized ordering which, by the use of book buying lists and/or recommended reviewing media, encourages duplicative title acquisitions.

Thus orders may be received in the center at any time as in the North Carolina State Library Processing Center and the Book Processing Center in Florida or the receipt may be scheduled more rigidly as in the Wayne County Library System, Michigan, in the Book Processing Center in Oak Park, Illinois, with its single and deadline date orders; and in the Pioneer Library System, New York, which both accepts single orders at any time and also issues book buying lists with dates for return. While duplicate title orders oftentimes have received preferential treatment, thus far no center has arbitrarily rejected single requests from its members.

Single title ordering

That single title orders have created problems in some centers can be noted in the following account from the North Carolina State Library Processing Center:

> The problem of lack of duplicate titles has not been solved. It has always been the greatest single difficulty and has come close to stymieing the program. . . . All attempts to remedy this situation have met with small success. Holding orders for a period of time before they were placed gave some duplication, but this delayed the book's delivery to the library and orders for single titles became huge and unwieldy. It was hoped that limiting the number of acceptable sources would increase duplication. However, the present sources used by the member libraries list thousands of titles and at no time is a deadline placed upon when a title can be ordered.[6]

The Wyoming State Library which had anticipated a high percentage of duplication noted in its "Second Quarterly Report, October, November, December 1965," that

> While 2,231 books were processed, 1,400 titles were cataloged and classified. These figures show that the Center is still doing 63 percent individual cataloging.[7]

Concurrent title ordering

A pattern of concurrent title ordering is more likely to occur when the center participates in selection by suggesting the use of review media, by making the titles available for review, and/or by preparing book buying lists with deadline dates. The Virginia Kirkus' Service dominates the reviewing field. For example, the California State Library extended its date for the receipt of adult titles cited in Kirkus to within ten days of its arrival in a member library because

> There is a probability, in fact, that the Center would have a greater percentage of simultaneous orders for a given title if we extended the mailing deadline, since many orders are received here from one to five days late by present requirement.[8]

The Northern Colorado Processing System allows more time for the study of Kirkus reviews, for it advises its members thus:

> Please send orders two months after the date of the Kirkus issue. The orders from the Kirkus issue dated September 15 should be at the Center by November 15. We have found that few of the books are available before the two months, nor, are the L. C. proofs available.[9]

Kirkus citations are included on many of the book buying lists prepared by centers offering guidance. When Greenaway titles are available both for annotation and review these too are found on lists or form the basis for selection as in the Michigan State Library plan. In the North Country Library System, Watertown, New York, the new titles were routed during an experimental period by bookmobile to designated areas for review by the member libraries.[10]

An example of concurrent ordering can be seen in the statistics reflecting the 1964 bookmobile selection program of the North Country Library System:

While it can be assumed that if, in June, 14 libraries selected 127 titles from a list of 211 there was some duplication, the monthly statistics are not detailed enough to indicate the pattern of duplication.

The Pioneer Library System, New York, has analyzed its statistics, however, so that some data on duplication appear:

	1962		*1963*		*1964*	
Titles	*no.*	%	*no.*	%	*no.*	%
Ordered from Checklists (and processed in bulk)*	51,392	68.1	62,183	67.6	62,777	69.3
Single titles ordered as duplicates	12,162	16.1	15,210	16.5	16,882	18.7
Single titles new to ordering library	10,914	14.5	13,292	14.4	9,808	10.8
Single titles new to Pioneer Library System	994	1.3	1,386	1.5	1,073	1.2
	75,462	100	92,071	100	90,540	100[12]

The Stockton-San Joaquin County Public Library, California, has designed its "ordering procedures to insure as much simultaneous and coordinated ordering as possible." The plan is as follows:

> All libraries receive a consideration list of items we plan to order, approximately one week before the order meeting. A week later at the joint book order meeting, all libraries are able to indicate which items should be purchased for their libraries. At the order meeting, everyone is also able to inspect most of the books being considered, as we receive on preview plans from the various publishers many of the current, popular titles. Book reviews are also available for their scanning. Occasionally, some oversight or second thoughts will cause a single title order to be placed later on for some member library. This, however, is not too frequent.[13]

Because the emphasis has been more upon concurrent and simultaneous, rather than eventual, duplication of titles, there is some question as to whether the economy of administration and convenience of the staff routines of the center might not have been contributing factors in fostering simultaneous ordering

	Apr	*May*	*Jun*	*Jun 29 Jul 3*	*Jul 27 Jul 31*	*Aug*	*Sept*	*Oct*	*Nov 30 Dec 4*
Titles Offered	239	216	211	190	140	151	209	108	436
Titles Ordered	130	122	127	105	94	111	138	90	243
Copies Ordered	326	224	235	155	171	207	182	193	320
Libraries	31	15	14	11	18	15	13	17	8 [11]

---

* Statistics for Central Library, Rochester Public Library not included.

rather than concern for reader service. One administrator has spoken firmly on eventual duplication:

> As to whether or not it is necessary that all copies of a particular title be ordered at the same time, my answer would have to be absolutely *no.* It is certainly not definitely necessary. Certainly, it speeds the work through the processing center if you can process duplicate copies of a title at the same time. However, the important thing is the service to the clientele.[14]

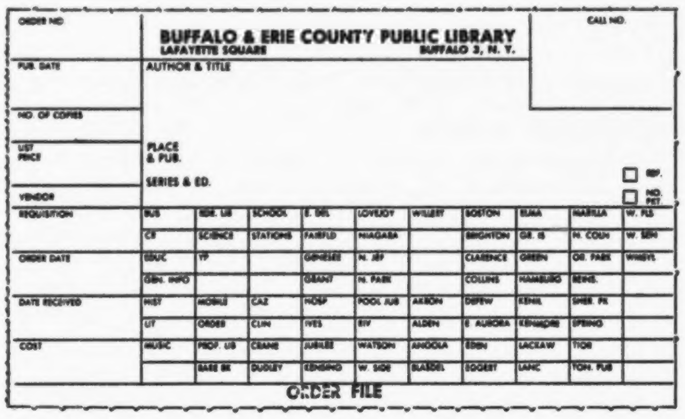
With the use of data processing, the acceptance of book catalogs and possible decentralization of physical processing of materials, eventual, as well as simultaneous, duplication should be met with equal equanimity.

Order forms

Centers which function as ordering outlets usually distribute single title order cards, either free or at minimum charge, to member libraries. Centers which participate in selection usually furnish two order cards, one for titles ordered singly by member libraries and one for titles selected from book buying lists, at book review meetings or from Kirkus if that is the source recommended by the library.

Single title order card.—The single title order card, generally in multiple form, contains varying bits of information as the following examples indicate:

New York: Buffalo & Erie County Public Library



ORDER NO

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
LAFAYETTE SQUARE BUFFALO 3, N. Y.

CALL NO.

PUB. DATE

AUTHOR & TITLE

NO. OF COPIES

LIST PRICE

PLACE & PUB.

SERIES & ED.

VENDOR

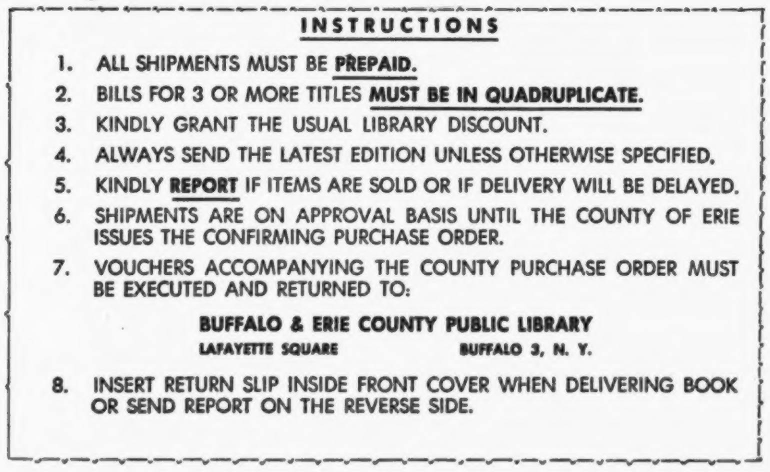
☐ REP.
☐ NO. PET.

REQUISITION	BUS	REF. LIB	SCHOOL	E. DEL	LOVEJOY	WILLERT	BOSTON	ELMA	MARILLA	W. FLS
	CP	SCIENCE	STATIONS	FAIRFLD	NIAGARA		BRIGHTON	GR. IS	N. COLN	W. SEN
ORDER DATE	EDUC	YP		GENESEE	N. JEF		CLARENCE	GREEN	OR. PARK	WHEATF.
	GEN. INFO			GRANT	N. PARK		COLLINS	HAMBURG	REINS.	
DATE RECEIVED	HIST	MOBILE	CAZ	HOSP	POOL JUB	AKRON	DEPEW	KENIL	SHER. PK	
	LIT	ORDER	CLIN	IVES	RIV	ALDEN	E. AURORA	KENMORE	SPRING	
COST	MUSIC	PROF. LIB	CRANE	JUBILEE	WATSON	ANGOLA	EDEN	LACKAW	TIOR	
		BASE BK	DUDLEY	KENSING	W. SIDE	BLASDEL	EGGERT	LANC	TON. PUB	

ORDER FILE

There are seven forms used: (1) Order file, (2) Book care, (3) In process slip, (4) New titles, (5) Shelf cards, (6) Order to vendor, (7) Vendor's return slip.

On the verso of the "Order to vendor" are the following instructions:



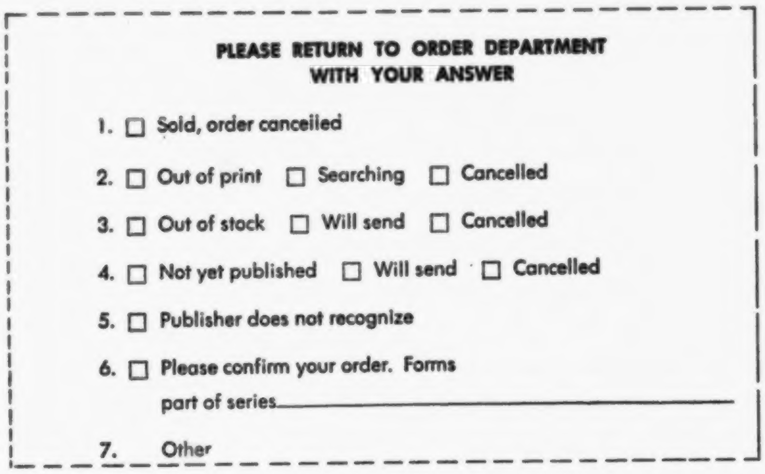
INSTRUCTIONS

1. ALL SHIPMENTS MUST BE **PREPAID.**
2. BILLS FOR 3 OR MORE TITLES **MUST BE IN QUADRUPLICATE.**
3. KINDLY GRANT THE USUAL LIBRARY DISCOUNT.
4. ALWAYS SEND THE LATEST EDITION UNLESS OTHERWISE SPECIFIED.
5. KINDLY **REPORT** IF ITEMS ARE SOLD OR IF DELIVERY WILL BE DELAYED.
6. SHIPMENTS ARE ON APPROVAL BASIS UNTIL THE COUNTY OF ERIE ISSUES THE CONFIRMING PURCHASE ORDER.
7. VOUCHERS ACCOMPANYING THE COUNTY PURCHASE ORDER MUST BE EXECUTED AND RETURNED TO:

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
LAFAYETTE SQUARE BUFFALO 3, N. Y.

8. INSERT RETURN SLIP INSIDE FRONT COVER WHEN DELIVERING BOOK OR SEND REPORT ON THE REVERSE SIDE.

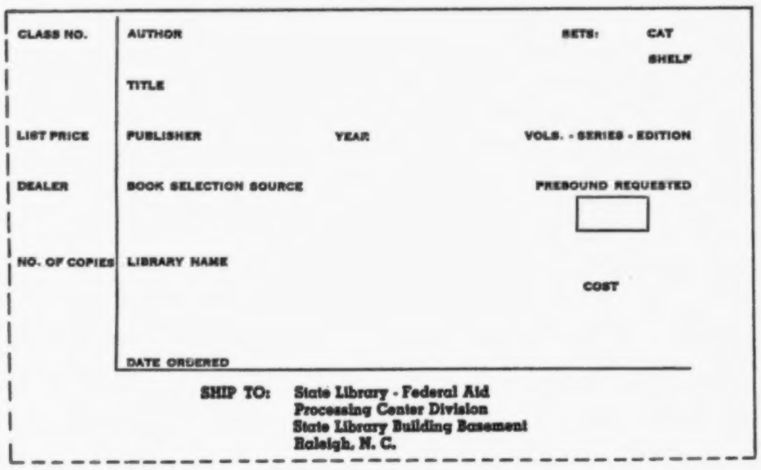
On the verso of the "Vendor's return slip" is the request:



PLEASE RETURN TO ORDER DEPARTMENT
WITH YOUR ANSWER

1. ☐ Sold, order cancelled
2. ☐ Out of print ☐ Searching ☐ Cancelled
3. ☐ Out of stock ☐ Will send ☐ Cancelled
4. ☐ Not yet published ☐ Will send ☐ Cancelled
5. ☐ Publisher does not recognize
6. ☐ Please confirm your order. Forms part of series________
7. Other

North Carolina: State Library Processing Center



CLASS NO.
LIST PRICE
DEALER
NO. OF COPIES

AUTHOR
SETS: CAT
SHELF
TITLE
PUBLISHER YEAR VOLS. - SERIES - EDITION
BOOK SELECTION SOURCE
PREBOUND REQUESTED ☐
LIBRARY NAME
COST
DATE ORDERED

SHIP TO: State Library - Federal Aid
Processing Center Division
State Library Building Basement
Raleigh, N. C.

North Carolina uses a five part order form for which the following detailed directions are furnished:

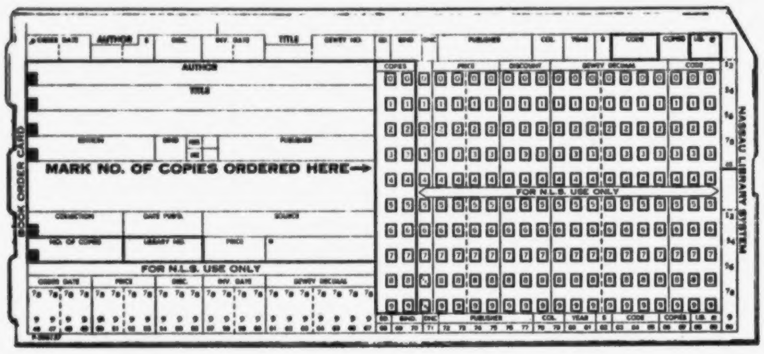
Fill out the forms . . .

a. Author– (1) last name, (2) first name, or two initials.
b. Title– as given in the book selection tool you are using.
c. Publisher– name as given in the book selection tool or CBI.
d. Year– copyright date as given in book selection tool.
e. Volumes– necessary only when there are 2 or more volumes in a set.
f. Series– use only when definitive; e.g., NPC (New Pocket Classics).
g. Edition– use only when *other* than latest coypright date or edition is desired.
h. Book selection source– indicate the source of your selection, date of the issue, and page number (see abbreviations). THIS EXPEDITES THE SERVICE BY HELPING THE CENTER TO IDENTIFY THE BOOK AND TO PRE-CATALOG.
i. Prebound requested– check *only* if you want prebound.
j. Library name– identify your library, e.g., Stanly, Fontana, AMY, etc., or use your identification number which is ______
k. Cost– leave blank; we will add the net price in this space when we return the pink order slip to you.
l. Date ordered– use date you send the order to the Center.
m. Sets– indicate in the upper right hand corner the number of *sets* of catalog cards and shelf list cards you need for the title, e.g., 2 cat. 1 shelf.
n. Class no.– leave blank, *unless* the title you are ordering is an *A*dded *C*opy and you want to continue the classification number previously used. If so, put AC, for "added copy," and classification number used in your library. If you want additional sets of catalog cards, indicate as in "m," otherwise catalog cards will not be sent for added copies.
o. List price– give price indicated in the book selection source.

p. Dealer– leave blank for books in *publisher's* binding unless sale is to be credited to Watson Lambeth. In this case, write "Doubleday." If you prefer a certain jobber for your prebounds, designate here.

q. No. of copies– designate the number of copies (or sets of volumes) of this title you are ordering.

Tab-set cards for ordering.—As data processing becomes more commonly accepted, tab-set cards will be increasingly used as the following example from the Nassau Library System, New York, demonstrates:


BOOK ORDER CARD
NASSAU LIBRARY SYSTEM
AUTHOR
TITLE
MARK NO. OF COPIES ORDERED HERE→
FOR N.L.S. USE ONLY
FOR N.L.S. USE ONLY
COPIES
PUBLISHER

Three tab-set cards are made for each title, the first of which is forwarded to the NLS order department.

DIRECTIONS*

A. Type the following information on the lines preceded by the black squares
(A) to order any title for which pre-punched cards are unavailable

1. Author's full name—(B)
2. Title (C)
3. Edition (D)
    a. For serial publications, indicate volume number and/or year covered by the volume (do not type latest edition)
    b. For revised editions of monographic publications, indicate exact edition ordered (i.e. Rev., 2d)
    c. For all juvenile titles, indicate which bindings to be ordered (E).
    (Orders not indicating a binding shall be returned)
        (1) Trade binding—Tr
        (2) Publisher's reinforced library edition—Lib. ed.
        (3) Prebind—PB
        (4) Screening (Library binding supplied if available; otherwise a prebound is supplied)—Screen
    d. For Doubleday paper bound books, indicate Heckman Binding or Permabound if the service is desired.
    e. For paperbacks, indicate PA.
4. Personal and Do Not Catalog—check appropriate box (F or G)
5. Publisher (H)
6. Collection (I)
(Use separate card for each collection)
    a. Reference—R
    b. Juvenile—J
    c. Young Adult—YA
7. Year of publication (J)
8. Source (K)
9. Number of copies (L)
10. Library code number (M)
11. List price of book (N)
12. Dewey number (For duplicate copies only) (O)
    a. Type the word DUP in space marked source (K)
    b. Immediately after the word DUP, type
        (1) Fiction—for fiction titles
        (2) Exact classification number—for non-fiction titles
        (3) E—for easy books
        (4) SS—for short stories
        (5) On order—for a second order of the same title.

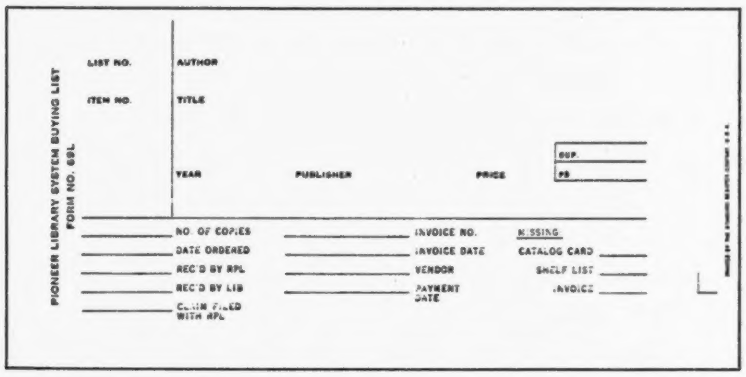
B. Detach first copy of the tab set and send to the NLS order department.

Buying list order cards.—When titles are selected from a list, an individual order card may be used for each title, the list may be checked and returned with a duplicate kept at the member library, or the titles may be pre-punched on IBM or Univac cards and checked appropriately by member libraries before being returned. The Pioneer Library System has recently designed an individual order form which will expedite the completion of buying list orders since the coding data will be the list number and the item number.

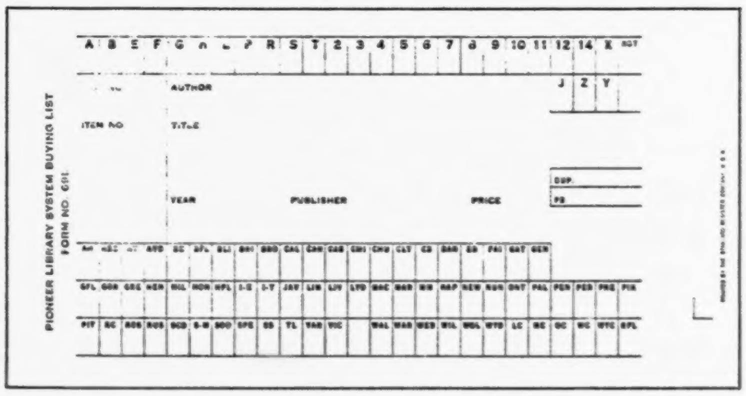
New York: Pioneer Library System

Buying List Order Form

Part I. Copy retained by member library which serves as its order file record:


PIONEER LIBRARY SYSTEM BUYING LIST
FORM NO. 69L
LIST NO.
ITEM NO.
AUTHOR
TITLE
YEAR
PUBLISHER
PRICE
DUP.
PB
NO. OF COPIES
DATE ORDERED
REC'D BY RPL
REC'D BY LIB
CLAIM FILED WITH RPL
INVOICE NO.
INVOICE DATE
VENDOR
PAYMENT DATE
MISSING
CATALOG CARD
SHELF LIST
INVOICE

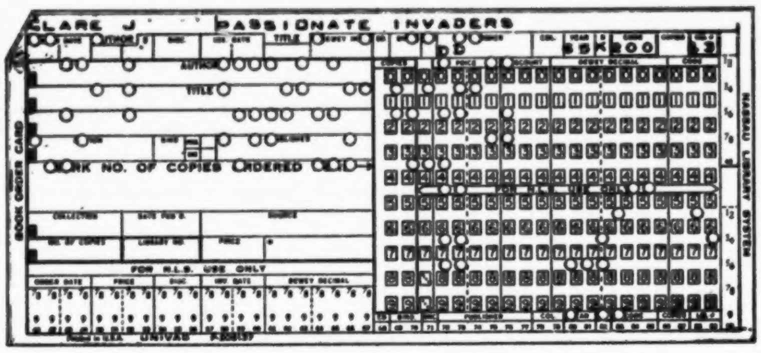
Part II. Copy to be sent to Acquisitions Department


PIONEER LIBRARY SYSTEM BUYING LIST
FORM NO. 69L
AUTHOR
ITEM NO
TITLE
YEAR
PUBLISHER
PRICE
DUP.
PB

---

* Cited from sheet of directions accompanying tab-set cards, Nassau Library System, New York.

Pre-punched cards for ordering.—The Nassau Library System uses pre-punched cards for Kirkus titles as the following illustrates:



Three pre-punched cards are made for each title, the white card and two with colored top borders, one green and one yellow.

DIRECTIONS*

I. To order titles with pre-punched cards return the white card to the Order Department and retain the card or cards with the colored stripes for your own files. (All pre-punched cards not used must be returned to NLS marked "salvage").

II. To indicate number of copies ordered, mark X's in the first two numbered columns. (Area 1 on sample card.) Please use a black pencil for marking.
  A. To order from one to nine copies, place an X in the O square of the first column and an X in the appropriate numbered square of the second column. (i.e., for one copy, an X in the O square of the first column and X in the 1 square of the second.)
  B. To order ten copies or more, place an X in the appropriate numbered square of the first and second columns. (i.e., for ten copies, an X in the 1 square of the first column and an X in the O square of the second.)

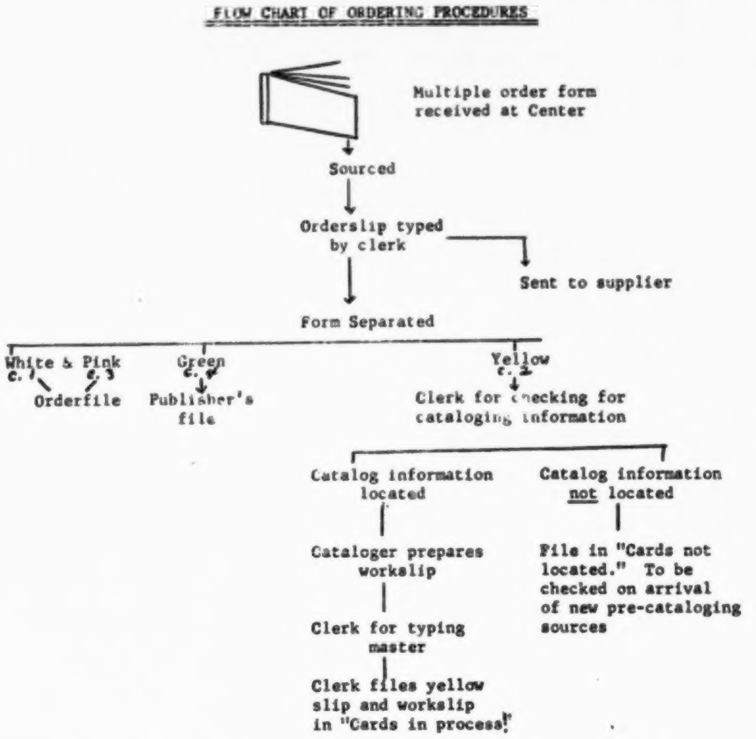
III. To indicate collection, if books are for young adult or reference, mark the appropriate symbol R or YA in the box "collection." (Area 2 on sample card.) If copies of the same title are ordered for two collections, use the pre-punched card for adult circulating and the regular 3" x 5" multiple order form for the other order. (In the near future, a tab set of punched cards will be used for these.)

IV. To indicate any other information:
  A. Paperback—mark PA in the section "Bind" (Area 3 on sample card.)
  B. Price—for your *own* records only, enter price on the second copy only in area marked "price."
  C. Date ordered or any other information needed place information in area marked with an * on the second card only.

ORDERING PROCEDURES WITHIN CENTERS

Detailed procedures for ordering may be found in the manuals of some of the centers. Data from two centers, the Northern Colorado Processing Center and the North Carolina State Library Processing Center, are included for illustration:

Northern Colorado Processing Center


FLOW CHART OF ORDERING PROCEDURES
Multiple order form received at Center
Sourced
Orderslip typed by clerk
Sent to supplier
Form Separated
White & Pink c. 1 c. 3
Orderfile
Green c. 4
Publisher's file
Yellow c. 2
Clerk for checking for cataloging information
Catalog information located
Catalog information not located
Cataloger prepares workslip
File in "Cards not located." To be checked on arrival of new pre-cataloging sources
Clerk for typing master
Clerk files yellow slip and workslip in "Cards in process!"

NORTH CAROLINA STATE LIBRARY PROCESSING CENTER*

I. *Orders.*

  A. Orders received from libraries arranged alphabetically by title.

  B. Order forms checked for conpleteness-publisher included, library identification number added, etc.

  C. Orders separated according to jobber.
    1. Trade books sent to Campbell and Hall.
    2. Prebound orders designating jobber singled out—New Method, Associated, Ruzicka, Imperial, etc. for special order.
    3. If order specifies prebound, but prebinder not designated, alphabetized lists by title supplied by three prebinders are checked—Gardner, Associated, Ruzicka—if a title is not on·either of the three lists, the order goes to New Method.
    4. E. M. Hale, American Library Association, Bowker, Wilson, National Geographic books special ordered from the publisher.

  D. Orders sent to jobber same day orders received from library.
    1. Orders consolidated and arranged alphabetically by title.
    2. Purchase order number assigned to each individual order and cover letter with this number accompanies each group of white slips.

---

* Cited from sheet of directions accompanying pre-punched cards, Nassau Library System, New York.

* Cited from *Development and Procedures*, January 1, 1960-June 30, 1961, North Carolina State Library Processing Center.

3. Order form separated and carbons removed except between pink and green slips.

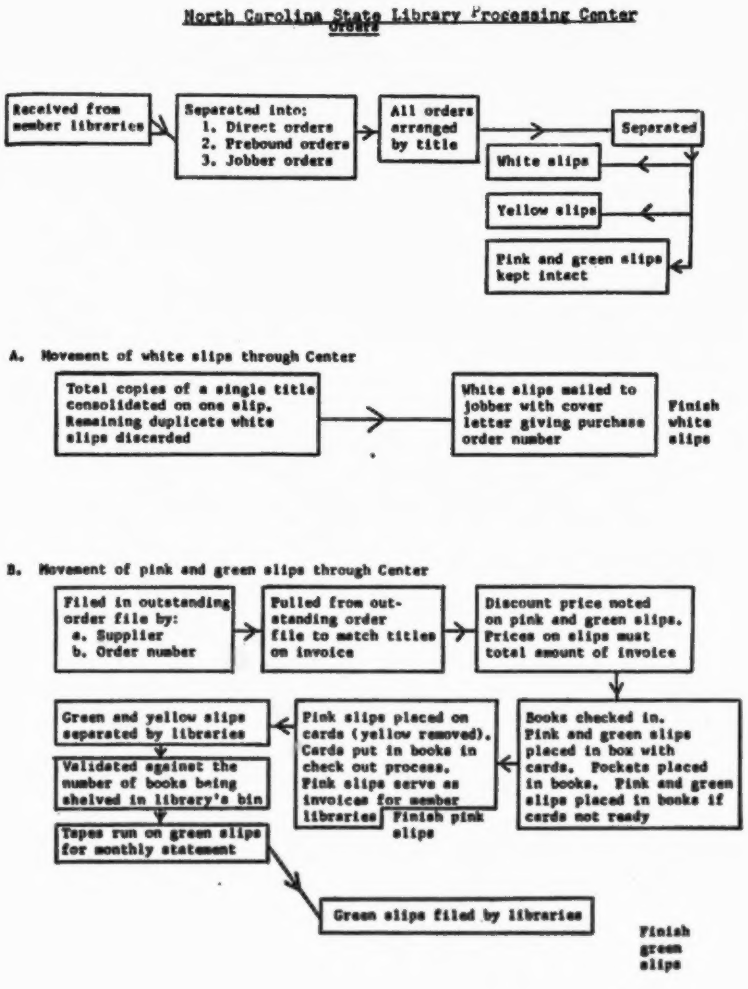
   a. Total copies of a title being ordered coordinated on one white slip. Remaining duplicate white slips discarded. White slips mailed to jobber.

   b. Yellow slips for cataloging numbered according to purchase order number.

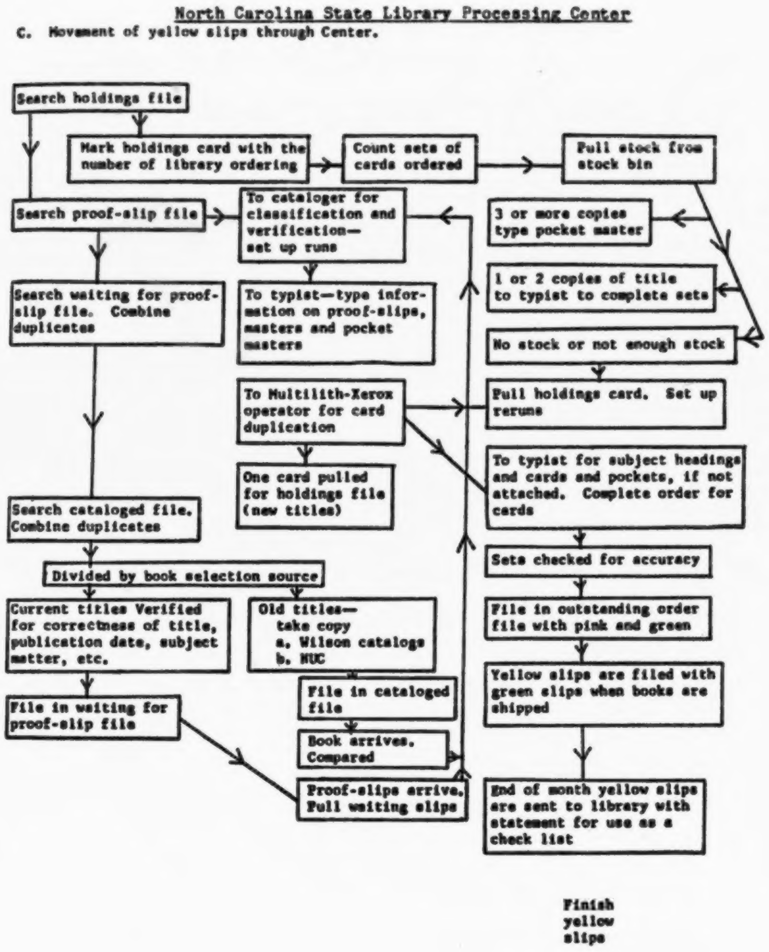
   c. Pink and green slips kept intact in outstanding order box.

E. Pink and green slips (still attached with carbon) filed by jobber and by order number.

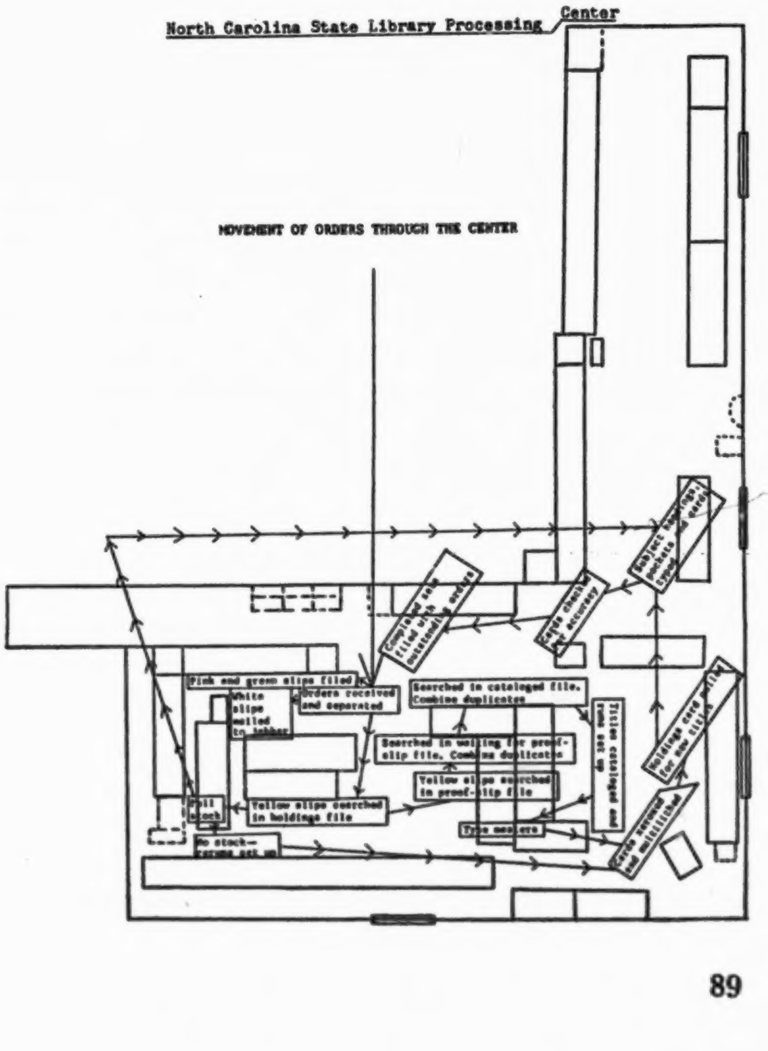
North Carolina State Library Processing Center


North Carolina State Library Processing Center
Orders
Received from member libraries
Separated into:
1. Direct orders
2. Prebound orders
3. Jobber orders
All orders arranged by title
Separated
White slips
Yellow slips
Pink and green slips kept intact
A. Movement of white slips through Center
Total copies of a single title consolidated on one slip. Remaining duplicate white slips discarded
White slips mailed to jobber with cover letter giving purchase order number
Finish white slips
B. Movement of pink and green slips through Center
Filed in outstanding order file by: a. Supplier b. Order number
Pulled from outstanding order file to match titles on invoice
Discount price noted on pink and green slips. Prices on slips must total amount of invoice
Books checked in. Pink and green slips placed in box with cards. Pockets placed in books. Pink and green slips placed in books if cards not ready
Pink slips placed on cards (yellow removed). Cards put in books in check out process. Pink slips serve as invoices for member libraries
Finish pink slips
Green and yellow slips separated by libraries
Validated against the number of books being shelved in library's bin
Tapes run on green slips for monthly statement
Green slips filed by libraries
Finish green slips

North Carolina State Library Processing Center


North Carolina State Library Processing Center
C. Movement of yellow slips through Center.
Search holdings file
Mark holdings card with the number of library ordering
Count sets of cards ordered
Pull stock from stock bin
Search proof-slip file
To cataloger for classification and verification—set up runs
3 or more copies type pocket master
1 or 2 copies of title to typist to complete sets
No stock or not enough stock
Search waiting for proof-slip file. Combine duplicates
To typist—type information on proof-slips, masters and pocket masters
To Multilith-Xerox operator for card duplication
Pull holdings card. Set up reruns
One card pulled for holdings file (new titles)
To typist for subject headings and cards and pockets, if not attached. Complete order for cards
Search cataloged file. Combine duplicates
Divided by book selection source
Sets checked for accuracy
Current titles Verified for correctness of title, publication date, subject matter, etc.
Old titles— take copy a. Wilson catalogs b. NUC
File in outstanding order file with pink and green
File in cataloged file
Yellow slips are filed with green slips when books are shipped
File in waiting for proof-slip file
Book arrives. Compared
Proof-slips arrive. Pull waiting slips
End of month yellow slips are sent to library with statement for use as a check list
Finish yellow slips

North Carolina State Library Processing Center


North Carolina State Library Processing Center
MOVEMENT OF ORDERS THROUGH THE CENTER
Completed sets filed with outstanding orders
Cards checked for accuracy
Subject headings, pockets and cards typed
Pink and green slips filed
White slips mailed to jobber
Orders received and separated
Searched in cataloged file. Combine duplicates
Titles cataloged and runs set up
Holdings card pulled for new titles
Searched in waiting for proof-slip file. Combine duplicates
Yellow slips searched in proof-slip file
Pull stock
Yellow slips searched in holdings file
Type masters
Cards screened and multilithed
No stock—reruns set up

SOME SPECIAL ASPECTS OF ORDERING

While ordering procedures may be routinized satisfactorily within the Center, there are some phases of ordering policies and procedures which require careful scrutiny. Among these special aspects are: (1) discounts, (2) scheduling of orders, (3) placement of orders and receipt of volumes, including paperbacks, replacement orders and subscription books, (4) time lapses in ordering, (5) cancellations, (6) charges for ordering by the centers, (7) costs and time analyses of ordering.

Discounts

One of the advantages frequently cited for centralized ordering is that a higher discount can be obtained through consolidation of orders. Because of inadequate records some participating libraries were unable to compare their discounts before and after joining a center though many did indicate that the discount was higher after joining. Discounts from publishers and dealers vary among the centers as they vary among individual libraries, for example, the Book Processing Center in Florida publicizes its publisher discounts as follows:

From	*Discounts*
Collier-Macmillan	40%, postpaid
Doubleday	40%, postpaid
Houghton Mifflin	38%, postpaid
E. M. Hale (Cadmus editions)	net
University of Florida Press	20% plus postage
University of Miami Press	30% if in lots of ten copies, plus postage[15]

The California State Library Processing Center indicates in its "Handbook" that the discount from Baker & Taylor is 35% "on all trade books and 5, 10, and 20% on technical books, etc."[16] Another center indicated that its discounts were to be increased as volume grew and that the current general discount ranged from 37% to 40% and the discount on texts and special publications from 15% to 25%.[17]

In general, however, centers simply assure their member libraries that they will receive the maximum discount obtainable. If discount alone were the incentive for membership, a slightly higher discount would not seem to justify participation, particularly in those libraries which continued to maintain an ordering unit. If discounts are based on book budgets then it would seem that a discount based on a partial budget would be less for an individual member than before joining the Center. Thus far no participating member has complained of such an increase.

Scheduling of orders

In the Missouri questionnaire, three of the four respondents which did not order centrally, required that member libraries place their orders at a certain time. The Michigan State Library, for example, synchronizes the timing of orders from its member libraries through planning that the same titles be available for review in all the systems headquarters at the same time.

Of the 19 centers which ordered centrally, eight did not require that book ordering be done at a certain time. From the 11 which scheduled the receipt of orders, the responses were:

> We have an order meeting monthly, to coordinate orders.
>
> For certain specified titles.
>
> To a certain extent. All order from a monthly current book list made up [by the Center] from *current* review sources *only*.
>
> Except for special orders, most new books are ordered for all agencies at one time.
>
> Prefer 10th and 25th of each month.
>
> We require that all funds be encumbered at least four months before the end of the fiscal year (June 30). Orders received later will be held to the following fiscal year.
>
> Ask 3 days after we study L. J. & Bklst. at monthly meetings.

Among the restrictions named which affected scheduling were these:

> No restrictions as to volume; ask only that orders from each member are proportioned evenly throughout the year.
>
> They are asked to adhere to a time schedule for ordering and are urged to order from current sources.
>
> We schedule certain orders at specific times, as: new adult books, reference and standard titles, juvenile, etc.
>
> All orders to be included in bimonthly orders are due on a given date.

The permissive pattern of allowing member libraries to forward orders for single titles as selected contributes to an uneven flow of materials through a center. It contributes even more to a delay in receiving materials fully processed from a center. The delay causes particular concern in many centers, some of which inform their member libraries routinely or occasionally of the percentage of the budget spent.

In North Carolina each library which applies for federal aid to pay a percentage of its processing costs at the State Library Processing Center agrees to:

> Spend approximately ¼ of its book budget each quarter of the year to maintain an even flow of books through the Center.[18]

Despite this, the Director has found it necessary to advise its members "to begin your ordering as soon as possible and *to space your orders evenly throughout the year.*[19]

The Book Processing Center of Oak Park, Illinois, distributed a status report in 1965 to each member library on its account with the Center. The report gave the following information:

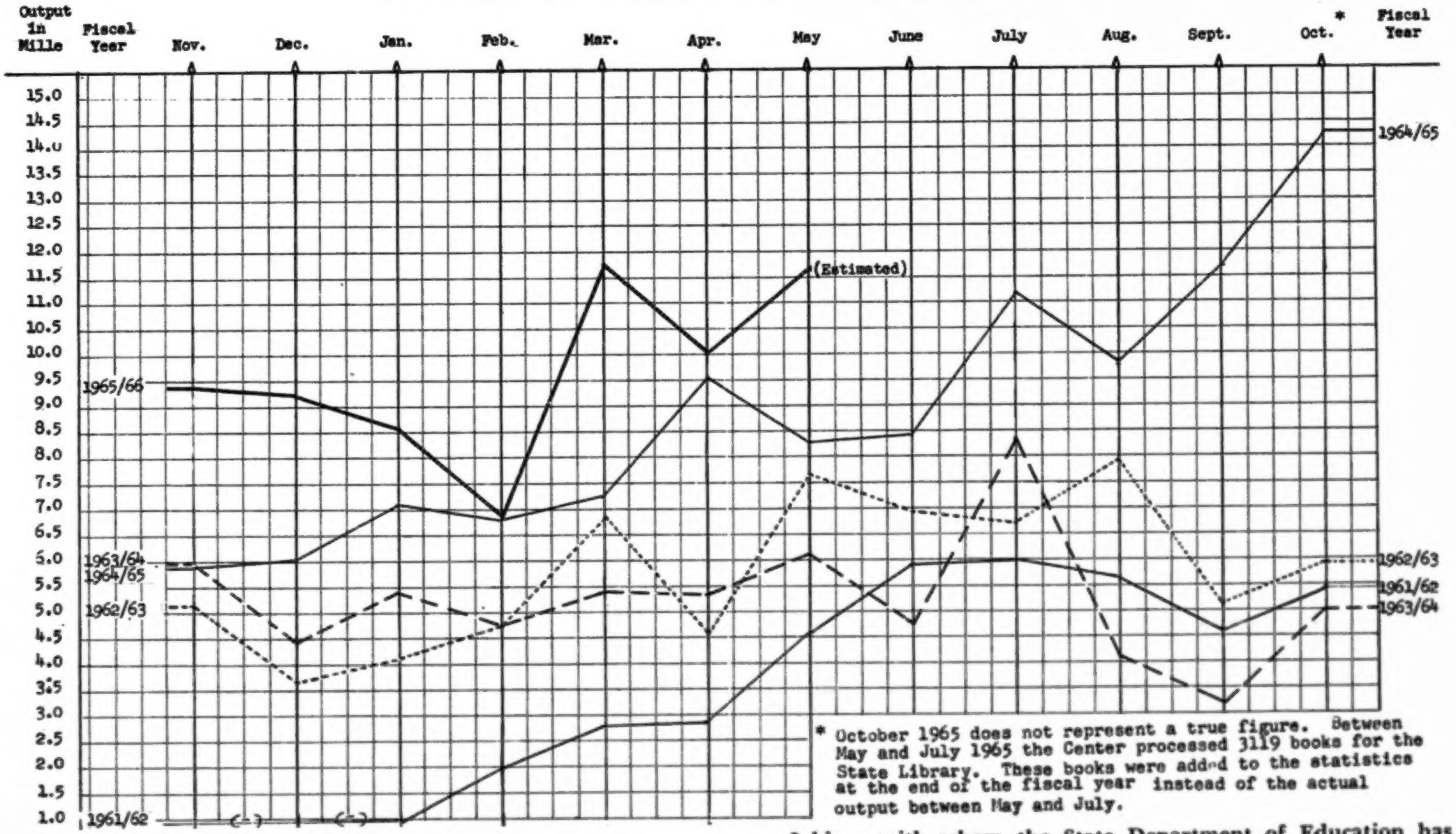
1. Your current book budget $______
2. Pledged to spend through Center 75% of line 1. $______
3. Six months average of pledge 50% of line 2. $______
4. Total billed you by Center May 1 through October 31, 1965 $______

In August 1965 the Book Processing Center in Orlando, Florida, urged its member libraries to forward their orders to the Center by the 15th of each month and requested further that each member library

> Space your orders evenly and order *regularly* for the benefit of your own library and the Center.[20]

The following production chart of the Center depicts an uneven monthly volume which reflects to some extent the aftermath of single title ordering at the will of the member libraries. While the figures represent an uneven flow, the excellent organization within the Center, which coordinates the movement of the staff with the flow at peak times, lessens the delays which could be caused by some of the pressures of single title ordering. See Production Chart.

PRODUCTION CHART, B.P.C. ORLANDO, FLA.



* October 1965 does not represent a true figure. Between May and July 1965 the Center processed 3119 books for the State Library. These books were added to the statistics at the end of the fiscal year instead of the actual output between May and July.

Placement of orders and receipt of volumes

Orders may be placed with publishers or dealers by member libraries or they may send their orders to the center which completes the routines. If complete processing is done by the center, all titles should be delivered directly to the center rather than to the member library; otherwise the intervening procedure of forwarding the books to the center impedes final delivery. If the processing is to be completed in the local library as in the New Hampshire State Library program, the orders may be centrally placed but the books are shipped directly to each library by the jobber. In the State Catalog Service of Georgia each library places its own orders and receives the books since Georgia, like New Hampshire, furnishes the cataloging only.

If orders are sent by individual libraries, the selection of dealers and publishers is a local responsibility; however, for example, the State Catalog Service of Georgia includes data on the following sources in its "Public Library Order Directions, 1965-1966":

Publishers' Special Bindings
Permabound
Audio-Visual Materials
  Records
  Maps and globes
  Films and filmstrips

Individual publishers with whom the State Department of Education has placed orders
Jobbers with whom the State Department of Education has placed orders
Permabound Paperbacks
Prebinders with whom the State Department of Education has placed orders
Rebinders with whom the State Department of Education has placed orders
Magazines[21]

While centers order directly from many publishers, the one most frequently cited was Doubleday & Company which was offering in 1963, for example, a 40% discount to the Eastern Shore Book Processing Center in Maryland.[22]

In some centers both the member libraries and the center place orders as in the California State Library Processing Center. The "Handbook" states that:

> The library may send orders direct to a publisher. A form letter, which the Processing Center supplies, should be sent with the white and yellow copies of orders to the publisher and the pink copies of the orders sent promptly to the Processing Center.[23]

Member libraries sometimes participate in the selection of a dealer as in the California State Library Processing Center which reported:

> The member libraries voted practically unanimously to retain Baker & Taylor as our dealer until the end of this calendar year. The members voted also to use Levinson as dealer for western publications on a trial basis until the end of this calendar year, at which time the Committee will meet again to determine if the services have been sufficiently good to continue using them both as dealers.[24]

As of 1966 the Center continued to send all orders to Baker & Taylor unless otherwise specified on the order form by the member library. The other dealers whom they might specify are Levinson and three prebind sources: Sapsis, Leibel, and New Method.[25]

In Florida the Book Processing Center and its members agreed to use those sources which would give good service as well as a good discount with the following result:

> Campbell and Hall has been extremely good. Since Baker and Taylor's offer was not any better than Campbell and Hall, and latter's service and billing methods are so satisfactory, we decided to continue to use them as our major source.[26]

The Texas State Library has been consulting with A. C. McClurg about coordinating their electronic data processing systems. The scheme is envisioned in Texas thus:

> Our purchase order is so printed on our IBM 403 that McClurg will be able to go directly into their stock and be able to ship 80-90 per cent of each order within 24 hours. We are working on an arrangement to receive IBM cards of every title they have in stock; this means that we can tell immediately whether McClurg has a title in stock. Then we can pull that master card, duplicate it and send the duplicate to McClurg as an order. A later step will be to transmit our orders over the telephone lines between our machines.[27]

As in local libraries, individual preferences were strongly expressed for dealers and publishers with whom direct orders were being placed. It would be unrealistic to assume, however, that centralized ordering has solved library-dealer and library-publisher problems which have long existed. Instead, centralization has added pressures on dealers particularly to supply in larger and larger quantity. Since a program designed for simultaneous ordering, presumably, anticipated simultaneous receipt of titles, some disappointment was expressed about delays and partial filling of orders. A tendency to order direct from publishers has emerged as the centers expand their volume of services.

Paperbacks.—There is a difference of opinion as to the acquisition of paperbacks for some centers refuse to purchase them; others purchase with discretion. The New Hampshire State Library advises its member libraries that "paperbound books costing less than one dollar should be ordered directly by the individual library."[28] In contrast the Nevada State Library includes the prices for paperbacks and hard covers on some of its lists. The Eastern Shore Book Processing Center in Maryland has no restrictions on paperbacks for which the "discount ranges from 10 to 25%."[29]

Among the New York Systems the policies vary. For example, the Westchester Library System will order "all adult titles listed in *Kirkus Service* except paperbacks"[30] but the Nassau Library System merely requests that orders for paperbacks include the designation "PA" in the binding section of the order card.

In the Finger Lakes Library System of New York a "Paperbound Book Policy" was devised which recognized both the advantages and disadvantages of their use. The Policy acknowledges the opportunities to acquire out-of-print, duplicate copies of hard covers in demand, and original titles not available in hardbound editions; it also states that

> The cost of handling paperbacks, particularly for small orders of the cheaper reprint editions, is quite out of proportion to the savings realized by individual member libraries.[31]

A "Plan for Central Purchasing" for paperbound books was issued by the Finger Lakes System, however, because some member libraries were buying them through the System. The plan permits the purchase under the following conditions when requests are presented on the System book order cards:

> Orders for titles at list price of 75 cents or more will be placed with our jobber (or Doubleday). Invoice and payment procedures will be the same as those for clothbound books.
>
> Orders for titles at list price of less than 75 cents will be placed with a local, retail vendor of paperbound books at short discount. However, this will be a cash transaction to be handled as follows:
>
> 1. Member library submits order card.
> 2. Headquarters prepares covering order for the vendor, with a copy for member library.
> 3. System driver presents covering order to member library for cash payment, in advance, of total net cost.
> 4. Member library retains copy of covering order as receipt.
> 5. System driver purchases books from the vendor and delivers to Headquarters for processing.
> 6. Cash for non-available titles is returned to member library by System driver when processed books are delivered.[32]

This somewhat novel way of serving member libraries typifies the responsibility for service within a Systems structure and might be imitated in part in a center of any type.

Replacement orders.—Replacements may be ordered as new titles in some centers but in others a systematic program has been designed. The latter seems more efficient, for by regulating the program a center can lessen somewhat the peaks of pressure. The center would also contribute to a selection program, even though no direct guidance was offered, simply by directing attention of member libraries to subject areas. If the center assists in selection, bibliographies within the subject areas and/or the Wilson *Standard Catalogs* might be used as guides, or replacement buying lists might be prepared in the center itself. No replacement program should be absolutely rigid when service to readers is adversely affected; otherwise synchronized acquisition which expedites the flow of titles through the center seems an advisable procedure.

The following schedule, or one similar to it, would tend to insure a continuing flow of materials through the center without undue pressure on member libraries since replacement is an acknowledged facet of book selection responsibility. The subject area is divided according to the *Dewey Decimal Classification* Classes:

Subject area	*Month for replacement study*
100	July
000 and 400	August
200	September
700	October
800	November
600	December
Fiction	January
Fiction	February
500	March
900 and biography	April
900 and biography	May
300	June[33]

Subscription books.—Many centers assume responsibility for the processing of subscription books, particularly book club selections. Both the California State Library Processing Center and the Eastern Shore Book Processing Center in Maryland give directions to their member libraries about their ordering. The following directions appear in the "Manual" of the latter:

> Junior Literary Guild Subscriptions
>
> The Center will handle books received on Junior Literary Guild subscription on the following basis. The library should notify the Center that their subscription is to be shipped to the Center. The library must also notify Doubleday that the subscription is to be handled in this manner. Transfers should be made at the beginning of the six months subscription period of October-March or April-September. Under the Center's agreement with Doubleday all selections are shipped as published and the individual library is billed for each title when processed at the reguar subscription rate of $1.75. The library must supply the Center with a multiple order form for each selection announced for the six months period. These order forms should be sent to the Center as soon as the library receives the announcement of the JLG selections for the next six months period. In place of the publisher's name please use the abbreviation "JLG" to aid the Center as identifying this as a subscription order.
>
> Literary Guild and Young Peoples Literary Guild
>
> Arrangements may be made to have Literary Guild and Young Peoples Literary Guild subscriptions handled through the Center on the same basis as the Junior Literary Guild. Since these selections are announced at more frequent intervals it is the responsibility of the subscribing library to send in their order form for each title as soon as the announcement of the selection is received. This is important since no book can be processed by the Center without an order form attached.[34]

Time lapses in ordering

One of the continuing criticisms of the processing service from the centers is the delay in receiving materials. Few centers seem to have compiled data on the time it takes to route orders from the center and the time which elapses before the books are received in the center. The lapse is obviously longer in the receipt than in the actual ordering since many centers specify that orders will be forwarded to dealers and publishers on semi-weekly, weekly or monthly schedules. Some representative frequencies of ordering are these: (1) The North Carolina State Library Processing Center sends all orders to a jobber at least twice a week; (2) The Northern Colorado Processing Center sends orders to "appropriate supply houses once a week or more often if necessary";[35] (3) The Finger Lakes System, New York, forwards "orders to the vendor or vendors on or about the 10th of each month."[36] Speedy and personalized service is offered by the California State Library Processing Center which, in addition to its weekly ordering, promises that:

> If a library needs a book in a hurry, the order can be marked 'RUSH' and the Processing Center will telephone Levinson's Book Store [in Sacramento] and rush the book to the library.[37]

The Pioneer Library System, through the personal interest of Harold Hacker, Director, Rochester Public Library, New York, has been making spot checks of vendors' delivery service for several years. In a study made during 1960 and 1961 it was found that the "average number of days required to deliver multiple copies to RPL" from three sources ranged from 31 to 8.7 days as the following table indicates:

Vendor	*Date of study*		*Multiple copies*	*Average no. of days to deliver per book*
Baker & Taylor	October	1961	690	13.2
	September	1960	1476	23.9
Bookazine	May	1961	1092	8.7
Rochester News	May	1961	155	31.0
	September	1960	1004	25.4

The delivery service from Baker & Taylor and Bookazine were cited as being the "best yet recorded" by the Rochester Public Library.[38] A later study made by the Rochester Public Library in 1966 gives a more detailed study of the delivery service record from Baker & Taylor, Bookazine, and Doubleday. The table, to which averages for the years 1961-62, 1963, and 1965 are appended, follows:

Service Records of Book Vendors Spot Studies

January 26, 1966[39]

BAKER & TAYLOR COMPANY			*BOOKAZINE COMPANY*			*DOUBLEDAY & COMPANY*		
#Days	*Volumes*	*Total Days*	*#Days*	*Volumes*	*Total Days*	*#Days*	*Volumes*	*Total Days*
15	308	4620	13	457	5941	19	118	2242
19	25	475	19	79	1501	20	83	1660
28	28	784	37	24	888			
37	141	5217	47	119	5593		201	3902
	502	11096		679	13923			
• Average days per book—22.1			• Average days per book—20.5			• Average days per book—19.4		

% Delivered Within	*Cumulative %*	*Unit %*	*Cumulative %*	*Unit %*	*Cumulative %*	*Unit %*
10 days	0	0	0	0	0	0
11-22	66.3	66.3	78.9	78.9	100.0	100.0
23-30	71.9	5.6	78.9	0		
Over 30	100.0	28.1	100.0	21.1		

• 1965 Average	16.2	• 1965 Average	18.7	• 1965 Average	17.6
1963 Average	16.1	1963 Average	15.5	1963 Average	18.0
1961-62 Average	16.8	1961-62 Average	10.1		

Is the time lapse longer than when each library ordered its own? Inadequate data prevent a comparison though some participating libraries felt that they could secure some titles more quickly through local sources. Among the views expressed by member libraries were these:

> We sometimes got the book quicker but we didn't necessarily get it ready any more quickly.
>
> Faster service, especially when acquiring additional copies.
>
> Slow—formerly we circulated an uncataloged book when it was needed; now we don't receive them until book is processed.

Cancellations

While the need for definite procedures for cancellation of unfilled orders was recognized, some centers felt that they were not fulfilling the responsibility adequately. The responses to the Missouri questionnaire indicated that about half of the 23 centers did have follow-ups:

Do follow-up	10
Do not follow-up	9
Return to ordering library	1
Very little; would like to do more	1
No response	2

Two of those answering "yes," added "when time permits" and "if asked by member libraries."

Directions should be clearly stated both as to the cancellation agreement and as to the procedures to be followed, for confusion can result when both the center and the member library are not informed of action. Among the libraries with a cancellation policy is the Book Processing Center of Florida which has "an automatic 60-day cancellation agreement with all publishers and jobbers except for books with special bindings," for which the agreement is extended to 120 days.[40] The Center also gives directions on cancellation procedures as the following indicates:

> Cancellations are usually sent to the Center and will be in turn sent to the libraries. In event they are sent directly to each library, or appear on the invoices which for some reason or other were not sent to the Center and the books were checked in on the packing slip, please notify the Center. The Center must receive this information so that the order cards can be withdrawn from the Orders Outstanding file and noted for statistics.[41]

The Pioneer Library System, New York, has requested that member libraries follow up on book orders not received by maintaining effective records and has suggested that:

> as a general rule, *member libraries consider cancelling adult and young adult book orders when outstanding for six months and not essential to book collection and do the same for outstanding children's titles at the ninth month stage.* Send in your outstanding order card marked in distinctive color: *PLEASE CANCEL.* We had considered automatic cancellation by RPL at these stages but rejected it because there probably are quite a few libraries that may wish to receive titles reprinted by the publishers after these deadlines.[42]

The "Follow-up Procedure" further advises the member libraries to make monthly checks of order file records and make requests for reports on a special order form for:

a. Books *received* by RPL *30 days* before claim. Note date received at RPL and other requested information on claim form card.

b. Trade books *not received* by RPL, but ordered by town library *60 days* before claim.

c. Prebound and P-K children's books *not received* by RPL, but ordered by town library *90 days* before claim.[43]

As of September 1965 the Westchester Library System, New York, was planning a six months automatic cancellation period and was designing a plan whereby the order date was to be placed on each order card.[44]

Charges for ordering by the centers

Charges for ordering, if any are made other than for the discounted cost of each volume, are usually included in the total processing charge. Few specific references are made to charges. Among them is that of the Ohio State Library, which, though not offering centralized order services, has agreed that orders may be placed by the State Library with its jobbers for a charge of 2% of the net invoice if the member library so desires.[45]

The contract of the Public Library Service Center of Southwest Wisconsin with its member libraries states that each library "shall pay to the Center a service charge not less than 10¢ per volume ordered." An original idea proposed by the director of one center, but not yet implemented, was that a flat discount rate be given and that flat charge be made for total processing. A flat discount rate would, in essence, be a service charge for ordering.

The Oak Park Processing Center, Illinois, has included in its contract a punitive charge of $.10 per book for orders of deadline books placed after the designated date "at the option of the Center in the event additional expense in [i.e. is] incurred by the Center." The charge, not yet imposed, was designed to encourage simultaneous ordering and to avoid single copy cost.

Costs and time studies

Cost studies for ordering alone are not readily available. Of the processing costs studies cited earlier, the cost for purchasing and receiving in the Monterey County Library was placed at $.2408.[46] The other studies, such as those made for the Crawfordsville Purchasing and Processing Center,[47] were not detailed enough to indicate ordering costs. In New York the cost of acquiring a title ranged from $.221 to $.859 in fourteen of the Systems, according to the data in *Centralized Processing for the Public Libraries of New York State*.[48] No detailed time studies are available though the Black Gold Cooperative Library System, California, has estimated that "coordination of order slips to be included in book catalog" takes two minutes.[49]

The following question on the Missouri questionnaire was designed to gather cost and time data for various phases of processing including ordering:

> 42. Can you estimate the average cost and time per volume for each phase of your processes, that is, cost and time for ordering . . .

The responses were inadequate since only one library attempted to give specific costs and the centers not engaged in centralized ordering made no distinction. Five responded *yes* but two offered no supporting evidence; 13 reported no estimates and three ignored the question. Some comments were:

> Now working on such a time and cost study.
>
> Very difficult as we perform other services to members.
>
> No cost-time break-down available.
>
> Operation began January 1964. Too early to make estimates of costs and time.

OBSERVATIONS AND RECOMMENDATIONS

Centralized ordering programs have never really been completely centralized. Actions taken both by the centers and the member libraries divide the responsibility and thereby duplicate procedures. Orders from member libraries may duplicate orders made by the centers for other members; the exclusion of certain types of materials by the centers in their ordering fosters the existence of individual ordering units. The book percentage quota, still used by many, stimulates individualized buying sometimes beyond the quota and minimizes the functions of a center. Existing centers and those anticipating the creation of new processing centers might well review the intent and scope of ordering services.

Among the alternative recommendations to be considered are these:

1. Develop a completely centralized ordering program to encompass placement of orders, receipt, and physical preparation of *all* materials.
2. Develop an ordering program which requires that order data only be furnished by each member library for cataloging purposes and center information. De-centralize ordering, receipt, and physical preparation of materials.
3. Develop a centralized ordering program; decentralize receipt and physical preparation of materials.

4. Develop a semi-complete centralized ordering program with clearly defined scope in the pattern of alternatives 1, 2, or 3.

While there is some evidence that the more nearly complete centralized ordering programs have satisfied their participants, this Study endorses the second alternative.

For each alternative, the following recommendations, when appropriate, are offered:

1. Urge maximum use of centralized ordering services.
2. Accept orders for all types of materials.
3. Encourage single title ordering.
4. Prepare book buying lists with deadline dates and with a scheduled program of review of buying lists at designated periods.
5. Schedule a replacement program within the structure of the classification system used.
6. Abolish the percentage quota.

FOOTNOTES

1. Nioga Library System, New York, "An Agreement Between Nioga Library System and Niagara University for Ordering, Cataloging and Processing Library Materials," June 14, 1965, p. 1.

2. "Northern Colorado Processing Center," [A Report prepared by Luella Kinnison] (1962), p. 2. (Mimeographed.)

3. North Carolina State Library Processing Center, "Memorandum 7, June 22, 1960."

4. Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, rev., Sept. 1, 1963 (Salisbury, Md.: 1963), p. 7.

5. Letter from Miss Ruth A. Weber, Suffolk Cooperative Library System, New York, to Directors, March 2, 1966, p. 3.

6. North Carolina State Library Processing Center, "Development and Procedures, January 1, 1960-June 30, 1961" (Raleigh, N. C.: 1961), variously paged.

7. Wyoming State Library, "Second Quarterly Report, October, November, December 1965," p. 2.

8. California State Library Processing Center, "Procedure Change, November 9, 1962."

9. Northern Colorado Processing Center, "Rush Orders" (Sept. 1965.)

10. McFerran, "Book Selection on Wheels," *loc. cit.* Funds have been requested for continuation of the project.

11. *Ibid.*, p. 210.

12. Pioneer Library System, New York, "Centralized Book Processing Statistics." (1965?)

13. Letter from Mrs. Margaret K. Troke, Director of Library Services, Stockton-San Joaquin County Public Library, California, December 16, 1965.

14. Letter from James A. Leathers, Director of Libraries, Mid-Continent Public Library Service, Independence, Missouri, April 12, 1966.

15. Book Processing Center, Orlando, Florida, "Ordering Policies and Directions for Ordering Books through the Book Processing Center, August 1965," p. 4.

16. California State Library Processing Center, *Handbook*, rev., Feb. 1964 (Sacramento: 1964), p. 3.

17. Crawfordsville Purchasing and Processing Center, Indiana, "Specifications" (1965?), p. 1.

18. North Carolina State Library Processing Center, "Application for Federal Aid, 1959-1960."

19. North Carolina State Library Processing Center, "Memorandum 21, August 31, 1962."

20. Book Processing Center, Orlando, Florida, "Ordering Policies and Directions for Ordering Books through the Book Processing Center, August 1964," p. 5.

21. Georgia State Department of Education, *Public Library Order Directions, 1965-1966* (Atlanta, Ga.: 1965), pp. 8-14.

22. Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, rev., Sept. 1, 1963 (Salisbury, Md.: 1963) p. 6.

23. California State Library Processing Center, *Handbook*, rev., Feb. 1964 (Sacramento: 1964), p. 3.

24. California State Library Processing Center, "Outcome of Voting on Book Dealer Evaluation Committee's Recommendations (7-11-63)."

25. Letter from A. T. Birrell, Principal Librarian, Technical Services, California State Library, June 3, 1966.

26. Book Processing Center, Orlando, Florida, "Ordering Policies and Directions for Ordering Books through the Book Processing Center, August 1965," p. 4.

27. Letter from John B. Corbin, Director, Technical Services Division, Texas State Library, October 14, 1965.

28. New Hampshire State Library, "Manual for Centralized Purchasing" (1965), p. 5.

29. Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, rev., Sept. 1, 1963 (Salisbury, Md.: 1963), p. 7.

30. Westchester Library System, Technical Services, New York, *op. cit.*

31. Finger Lakes Library System, New York, "Paperbound Books Policy, February 7, 1962," p. 1.

32. Finger Lakes Library System, New York, "Paperbound Books Policy, January 30, 1962."

33. Hardkopf, Jewel C., "Replacement Ordering" [Draft addressed to Member Libraries of the Kentucky State Library Processing Center] April 17, 1964.

34. Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, rev., Sept. 1, 1963 (Salisbury, Md.: 1963), p. 6.

35. "Northern Colorado Processing Center," [A Report prepared by Luella Kinnison] (1962), p. 8. (Mimeographed.)

36. Finger Lakes Library System, New York, "Plan for Central Purchasing of Books, revised, July 1, 1961."

37. California State Library Processing Center, *Handbook*, rev., Feb. 1964 (Sacramento: 1964), p. 3.

38. Pioneer Library System, New York, "Memorandum #1-C, December 1961," p. 3.

39. Table included through the courtesy of Mr. Harold Hacker, Director, Rochester, New York, Public Library.

40. Book Processing Center, Orlando, Florida, "Ordering Policies and Directions for Ordering Books through the Book Processing Center, August, 1965," p. 1.

41. *Ibid.*, p. 4.

42. Pioneer Library System, New York, "Memorandum #1-C, December 1961," p. 4.

43. *Ibid.*, "Appendix B," p. 2.

44. Westchester Library System, Technical Services, New York, "Ordering Memorandum: 5, September 1965."

45. Letter from Ruth Hess, Acting State Librarian, Ohio State Library, August 30, 1965.

46. Monterey County, California, "Supplemental Report to Performance Standards Study, Monterey County Library Headquarters, October 1963, Annex A."

47. Grier, Donald F., "Cost Analysis of Book Purchasing and Processing Center, Crawfordsville Public Library" [A Report to the Crawfordsville, Indiana, Public Library Board], February 24, 1965.

48. New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix A, Table A-10," p. 8. The costs in ascending order were: $.221, .230, .238, .256, .262, .264, .279, .320, .376, .412, .500, .667, .778, .859.

49. Response to question 42, Missouri questionnaire.

CHAPTER XIII

WITHIN THE CENTER: CATALOGING AND CLASSIFICATION POLICIES AND PROCEDURES

Manuals and/or memoranda issued by processing centers reveal a medley of variations in decisions. From a study of them it can readily be concluded that while processing centers, through their own policies and procedures, have attempted to escalate patterns of standardization, they have not among themselves attained standardization.

The following extracts[1] illustrate representative decisions for: (1) descriptive cataloging, (2) subject cataloging, (3) classification, (4) Cutter numbers.

DESCRIPTIVE CATALOGING

Author and/or main entry

The variations in entry relate to use of name as it appears on the title-page, to use of rules, or to acceptance of authoritative sources. Among the decisions are these:

From California: State Library Processing Center

Author entries for nonfiction will be made according to the ALA rules. Fiction, however, will be entered under the author's pseudonym, if he should use one, with a cross reference from his real name.

From California: Stockton-San Joaquin County Public Library

The Library of Congress cataloging shall be accepted as is available on proofsheets or as is printed in the catalogs issued by the Library of Congress with the following exceptions:

Author Entry

A. *Conflicts with name already established*
   When LC entry conflicts with our entry . . . then we accept LC and make 'see also' references both ways. (EXCEPTION: Use 'Tchaikovsky' spelling instead of 'Chaikovskii' spelling recommended by LC).

B. *Fiction*
   Accept LC entry as given on proof slip or LCAC.
   In original cataloging of fiction, check name in official author file only. If name is not found there, then use title page entry.

C. *Definitely incorrect*
   When LC proofsheet gives the wrong name as author or misspells name.

From Colorado: Northern Colorado Processing Center

Title page entry except for single name pseudonyms.

From Indiana: Crawfordsville Purchasing and Processing Center

Author entries—according to title page.

From New York: Finger Lakes Library System

Pseudonyms

1. All editions of the *same* title by an author will be entered under only one form of the name.
   Classic or well known works written under a pseudonym are entered under the pseudonym if this is the name under which the particular work is best known. Example: PINOCHIO entered under Collodi not Lorenzini.
   For modern authors writing under one or more pseudonyms, the name on the title page, pseudonym or real, is to be used as the main entry, provided that the title in question has not previously appeared under another of the names used by the author. Example: Both Fair, A. A. and Gardner, Earl Stanley may be used, but not for the same title.
2. For works of criticism, biography, and autobiography, a person's real name will usually be used for the subject card and Cutter designation. For an autobiography, the same name will be used for the main entry as is used for the subject card. Examples: Autobiography of Mark Twain entered and cuttered under Clemens. Exceptions will usually be based on LC practice, e.g. a biography of George Eliot, pseud. has the subject card and cutters under Eliot, George, pseud. . . .

From Texas: State Library Centralized Processing Center

Entries used by the Library of Congress in the NUC, PW, ABPR, or the proofsheets, or entries established using the ALA rules for entry will be used. . . .

Dates of birth and death are to be omitted from the catalog cards with two exceptions:

1. For distinguishing between two authors with the same name.
2. For rulers and presidents of the United States.

Titles such as 'captain,' 'sir,' etc., are omitted from the author entry. 'St.,' 'Saint,' and 'Bishop' are used.

Name cross references.—Name cross references are generally furnished to member libraries when catalog cards are distributed. Among the different policies for book and card catalogs are these:

From California: Black Gold Cooperative Library System Processing Center

No author cross references will be used in the book catalog. Duplicate entries will be made for pseudonyms and varying forms of the author's name, as well as co-author, etc.

Compound names will appear in book catalogs as if a joint author.

From California: State Library Processing Center

Name (personal or corporate) x-ref. cards are sent with catalog cards to members who ordered title. The x-ref. is sent also to all other members at the time of the FIRST order by ANY member. Libraries which had not ordered the title at the time of the first order can file the x-ref. card by the name referred to and hold until they have an entry in their catalog for that name.

From North Carolina: State Library Processing Center

Following a decision made by member libraries that the author's name should be used as it appears on the title page and that the Center should provide "see also" references from all well-known names which had been previously referred from, the Center complied. On July 11, 1961, the following directions were issued:

> The inventory has been accomplished and the printing of the cards is underway; however, assembling them requires both staff time and space. Therefore, the cards will be sent to you as they are printed and assembled, instead of when the entire job of printing and assembling has been completed. All cards are being arranged alphabetically by the pseudonym form of the author's name followed by the verified name form.

In placing these cards in your catalog, you may wish to use the following procedure:

1. Compare cards for each author with your catalog. If this name is not represented in your file as a "see" reference, file the card in a separate place for possible future use.
2. If you find that a "see" reference for this name is in your catalog, replace the "see" reference with a "see also" card.

Example:

Present card in catalog
Albrand, Martha, pseud.
See
Loewengard, Heidi Huberta (Freybe)

Replace with this card
Albrand, Martha, pseud.
See also
Loewengard, Heidi Huberta (Freybe)

3. File the second "see also" card following the entries for the verified form of the author's name.

Example:

Loewengard, Heidi Huberta (Freybe)
See also
Albrand, Martha

Descriptive cataloging data

Explanations for transcription of descriptive data vary considerably from the detail in the *Manual* of the Texas State Library Centralized Processing Center to the rather terse statements of the "Cataloging Practices" of the Northern Colorado Processing Center. Specific examples follow:

Monographs

From Colorado: Northern Colorado Processing Center

Body of card

Title	Complete
Author statement ..	Use where there is more than one author or where there is a variation of the form of the name appearing on the title page
Illus	When given
Edition	When given
Imprint	Brief name of publisher Example: Houghton-Mifflin—Houghton Eliminate place of publication Use most recent copyright data (Brackets are used at no point in descriptive cataloging)
Collation	Last Arabic numbered page Illus, maps, photos, etc. used as cataloger deems necessary Size of the book is eliminated Series note
Notes	Notes are used to bring out additional information when necessary. Examples: Biography of author, bibliography, title of earlier edition
Annotations ..	Annotations are used when they appear in cataloging sources
Tracings	Tracings appear at the bottom of the catalog card

Added entries are made for joint authors, editors, and illustrators. Cards are made for series only if it is an important scholarly series. No publisher series are used.

From Illinois: Book Processing Center, Oak Park

1. The Library of Congress Rules for Descriptive Cataloging . . . will be followed as basic authorities except in certain areas where adaptations appear practical.
2. If Library of Congress cards or proof sheets or Wilson cards are not available, the imprint will include:
   (a) Place of publication for both fiction and nonfiction. The name of the state will be used only if there are two cities of the same name.
   (b) Shortened form of publisher's name.
   (c) Latest copyright date only if given. If the copyright date is not given, any other date available will be used.
3. If Library of Congress cards or proof sheets or Wilson cards are not available, collation will include:
   (a) Pagination for both fiction and nonfiction.
   (b) Illustrations and series note to be made at the discretion of the head cataloger for nonfiction.
   (c) Bibliographical note for adult and young adult nonfiction.

Continuations

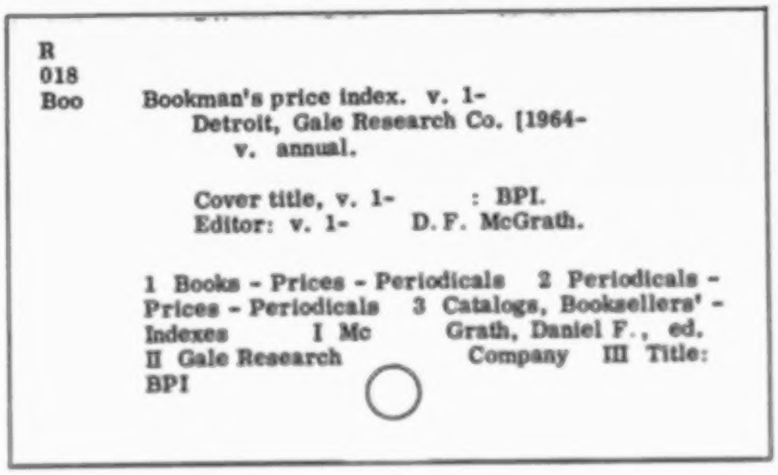
Among the centers which catalog continuations (serials, works in progress) are the California State Library Processing Center, the Book Processing Center in Florida, and, in New York, the Nassau Library System and the Westchester Library System. Their variations follow:

From California: State Library Processing Center

It has been Processing Center Policy to provide an initial card set for an open entry whenever a library receives a volume of that title for the first time (i.e., whenever library receives title for the first time, regardless of what volume it is). It has been (and shall continue to be) the responsibility of the library to keep the open entry up to date as regards listing of contents or indication of library's holdings.

From Florida: Book Processing Center, Orlando

Sample Card



R
018
Boo Bookman's price index. v. 1-
Detroit, Gale Research Co. [1964-
v. annual.

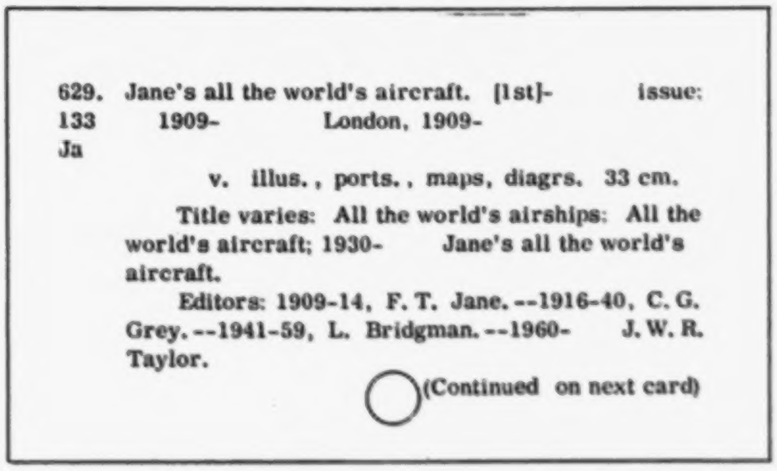
Cover title, v. 1- : BPI.
Editor: v. 1- D. F. McGrath.

1 Books - Prices - Periodicals 2 Periodicals - Prices - Periodicals 3 Catalogs, Booksellers' - Indexes I Mc Grath, Daniel F., ed. II Gale Research Company III Title: BPI

Each member library is responsible for preparing and maintaining its holdings records for open entry titles.

From New York: Suffolk Cooperative Library System

Sample Cards



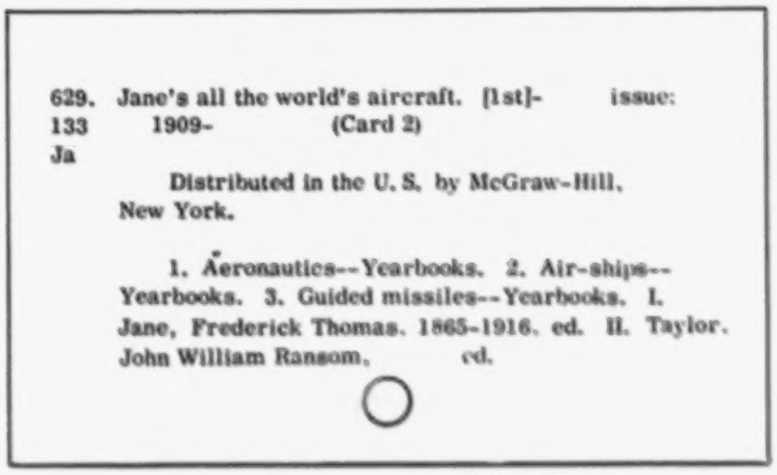
629. Jane's all the world's aircraft. [1st]- issue:
133 1909- London, 1909-
Ja

v. illus., ports., maps, diagrs. 33 cm.

Title varies: All the world's airships: All the world's aircraft; 1930- Jane's all the world's aircraft.

Editors: 1909-14, F. T. Jane.--1916-40, C. G. Grey.--1941-59, L. Bridgman.--1960- J. W. R. Taylor.

(Continued on next card)

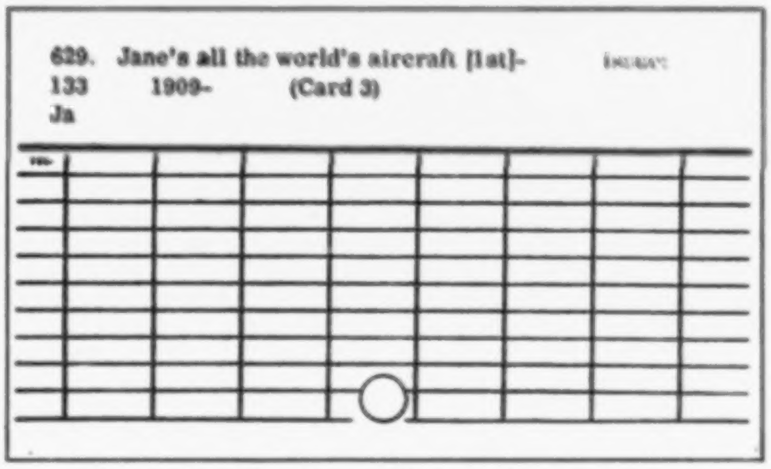


629. Jane's all the world's aircraft. [1st]- issue:
133 1909- (Card 2)
Ja

Distributed in the U. S. by McGraw-Hill, New York.

1. Aeronautics--Yearbooks. 2. Air-ships--Yearbooks. 3. Guided missiles--Yearbooks. I. Jane, Frederick Thomas. 1865-1916. ed. II. Taylor. John William Ransom, ed.

A holdings card accompanies a set of catalog cards. Each member library maintains its own record of holdings.

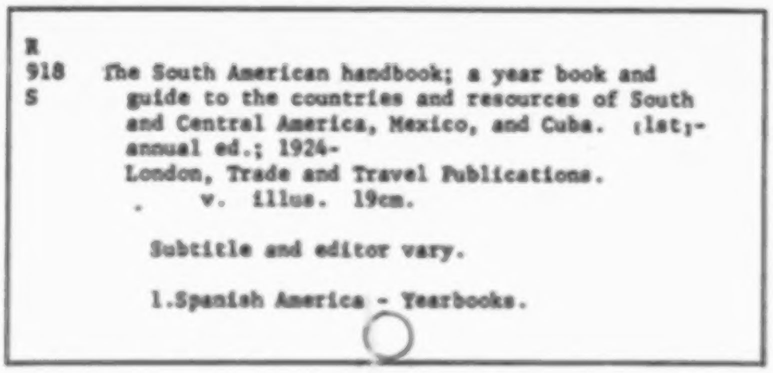


629. Jane's all the world's aircraft [1st]- issue:
133 1909- (Card 3)
Ja

From New York: Westchester Library System

OPEN ENTRY-SERIALS AND IN PROGRESS WORKS

Serials



R
918 The South American handbook; a year book and guide to the countries and resources of South and Central America, Mexico, and Cuba. [1st]-annual ed.; 1924-
S

London, Trade and Travel Publications.
v. illus. 19cm.

Subtitle and editor vary.

1.Spanish America - Yearbooks.

Main entry card

Directions to member libraries:

Catalog cards for serials will only be sent when the library first orders a copy.

……

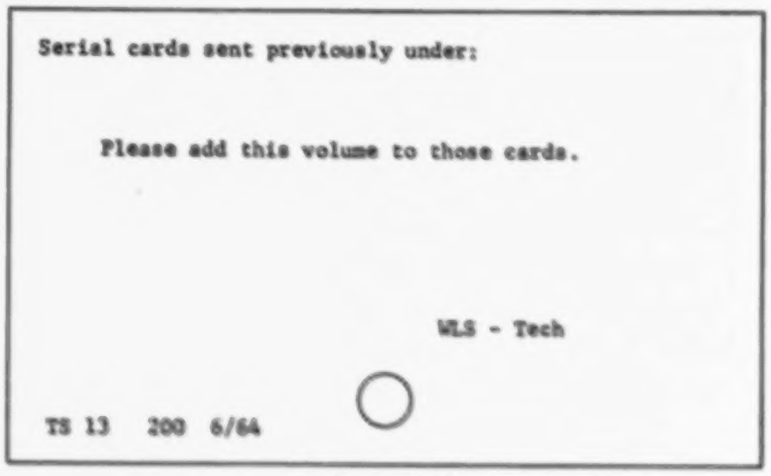
A record of the volumes in the library is usually kept on the main entry card. The words "Library has:" are typed in or written in ink; volume(s) available in the library are written in pencil. Pencil is used so that old volume number can be erased when new volume is received. Note on catalog card reads somewhat as follows:

Library has: V. 1-10, 12

All other cards of the set are stamped "FOR HOLDINGS SEE MAIN ENTRY CARD." This avoids keeping a record of the holdings on all the cards. The shelflist card should show as usual the volume number and the accession number if an accession number is used.

When library orders a second volume of the same serial such as the "Best Plays" no catalog cards will be sent. Form #13 will be inserted in book pocket. . . .

Libraries then should add volume to the main entry card.



Serial cards sent previously under:

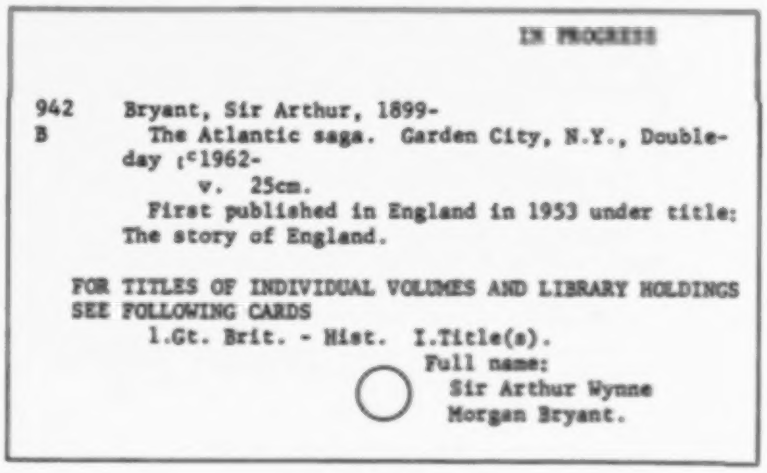
Please add this volume to those cards.

WLS - Tech

TS 13 200 6/64

Form #13

In Progress Works

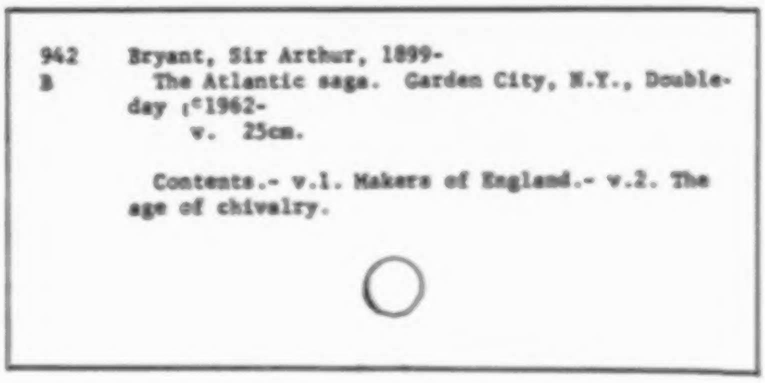


IN PROGRESS

942 Bryant, Sir Arthur, 1899-
B The Atlantic saga. Garden City, N.Y., Doubleday [c1962-
v. 25cm.
First published in England in 1953 under title: The story of England.

FOR TITLES OF INDIVIDUAL VOLUMES AND LIBRARY HOLDINGS SEE FOLLOWING CARDS
1.Gt. Brit. - Hist. I.Title(s).
Full name:
Sir Arthur Wynne
Morgan Bryant.

Main entry card



942 Bryant, Sir Arthur, 1899-
B The Atlantic saga. Garden City, N.Y., Doubleday [c1962-
v. 25cm.

Contents.- v.1. Makers of England.- v.2. The age of chivalry.

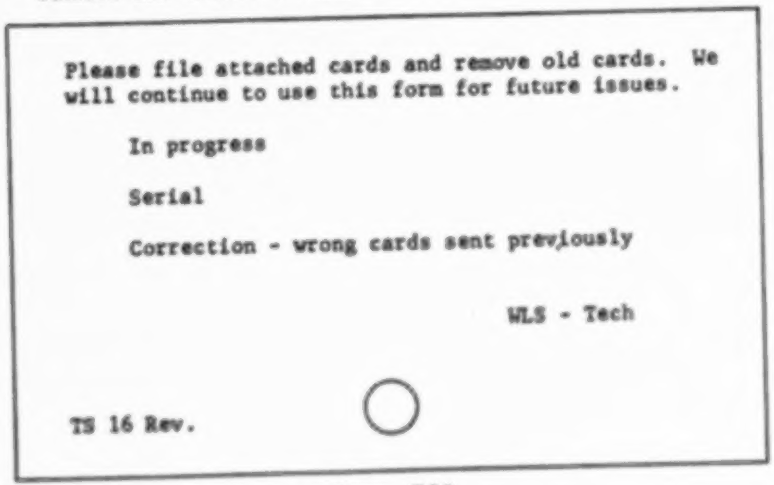
Contents card

Directions to member libraries:

As new volumes are added, a new 'contents' card listing all published volumes and an additional title card will be supplied.

Form #16 will be included with the card(s).

Libraries should file new 'contents' card and new title and remove old 'contents' card.



```
Please file attached cards and remove old cards.  We
will continue to use this form for future issues.

      In progress

      Serial

      Correction - wrong cards sent previously

                                      WLS - Tech


TS 16 Rev.
```

Form #16

Continuations in the book catalog

The following decisions have been made by the Black Gold Cooperative Library System for continuations in its Book Catalog:

1. Continuations will be indicated by open entry, including frequency statement if available. Review collation closely to be sure items applicable only to one volume are left out. Add note:
   'For library holdings consult the Reference librarian.'
2. Publications frequently revised are to be treated as continuations: e.g. ARCO CAREER BOOKS and TRAVEL GUIDES Revised every 2nd or 3rd year.
3. General encyclopedias are to be handled as if they were continuations.
4. Classic fiction titles are to be treated as open entry, showing only author and title, followed by note:
   'For library holdings consult the Reference librarian.'
   This included such authors as Dickens, Thackerey and Scott in the adult field and such titles as *Little Women, Robinson Crusoe* and *Alice in Wonderland* in the juvenile field. . . .
   1. Special case: Large type editions of fiction classics will continue to be cataloged individually and assigned the subject "Large print editions."

By broadening the definition of a continuation, the Library System has lessened repetitive entries but has minimized the inter-library loan value, especially in the area of classic fiction wherein often the editor and the translator may be of almost equal importance. With the book catalog as with the card catalog the member library generally can be expected to assume the responsibility of maintaining its own record of holdings of continuations.

SUBJECT CATALOGING

All centers rely heavily on the subject cataloging represented by the subject headings appearing on proof and/or printed cards from the Library of Congress and from The H. W. Wilson Company and in printed sources such as the *American Book Publishing Record, Publishers' Weekly,* and the *National Union Catalog.* Some centers accept the headings without change; some delete, change, or add to the headings suggested. Within the centers the latest editions of either the Library of Congress *Subject Headings* or the *Sears List of Subject Headings* are used. Some centers note the use of both lists.

From California: Black Gold Cooperative Library System Processing Center

Subject headings will be used as LC has supplied them. If any must be assigned, the latest edition of Library of Congress Subject headings will be used.

From California: Stockton-San Joaquin County Public Library

The Library of Congress cataloging shall be accepted as is available on proofsheets or as is printed in the catalogs issued by the Library of Congress with the following exceptions:

IV. *Subject Headings*

- A. Delete tertiary subdivisions for Juvenile catalog
  Exceptions: U. S.—History—
- B. Supply subject headings for non-fiction when none is indicated
- C. Add subject headings only for specific subjects or to clarify obscure headings
- D. Delete generic entries as

  Poetry for collections

  Fairy tales for collections

  Instead make general reference cards for categories of materials as

  Swedish essays
  See also books shelved in section 839.74

  Fairy tales
  See also books shelved in section 398.

From Colorado: Northern Colorado Processing Center

The SEARS LIST OF SUBJECT HEADINGS is used for adult material except on occasion when the Sears heading is not adequate. Library of Congress headings supplement the Sears.

Juvenile subject headings are taken for two libraries from Rue's SUBJECT INDEX TO CHILDREN'S LITERATURE.

From Illinois: Book Processing Center, Oak Park

The dictionary catalogs of the Library of Congress, latest edition and supplements, and *Sears List of Subject Headings* will be used as authority for subject headings. Changes will be made at the discretion of the head cataloger.

From the "Juvenile Code":

The main sources for subject headings will be *Sears List of Subject Headings, Children's Catalog* and *Subject Headings for Children's Materials* by Eloise Rue and Effie Laplante. When necessary and practicable, the dictionary catalogs of the Library of Congress, latest edition and supplements, will also be used as authortiy for subject headings. Changes will be made at the discretion of the head cataloger.

Subject headings will be made for Juvenile fiction and Easy books at the discretion of the cataloger.

From Maryland: Eastern Shore Book Processing Center

Subject Headings, Used in the Dictionary Catalogs of the Library of Congress, 6th ed., will be used for all adult and young adult books, making possible the utilization of the subject headings on the proof sheets. However, the headings may occasionally be modified to better suit common usage.

Sear's List of Subject Headings, 8th ed. by Bertha M. Frick is used in assigning subject headings to juvenile books.

From Michigan: Wayne County Library System

Subject headings are Library of Congress standard and are flagged on the catalog card with the notes saying 'Related books in catalog under.'

From Texas: State Library Centralized Processing Center

Library of Congress subject headings will be used by the Center. Occasionally a subject heading will be modified if it is thought that an LC heading will be impractical.

No subject headings will be assigned to books of fiction or easy books. No dates of birth or death will be used on any added entry cards.

Subject cross references

Subject *see* cross references are sent to member libraries by the Book Processing Center, Oak Park, Illinois, and the Pioneer Library System, New York. Few centers, however, furnish either *see* or *see also* references to their member libraries. Among the directives sent to member libraries are these:

From California: Black Gold Cooperative Library System Processing Center

No subject cross references will be used in the book catalog. Patrons must consult *Subject Headings used in the Dictionary Catalog of the Library of Congress.*

From California: State Library Processing Center

Although cross references will be made for main entries, they will not be made for subject headings. If a copy of the LC list is kept at hand for reference in the member library, the lack of subject cross references in the card catalog will be no obstacle, as the printed list has far more references than could be provided on cards anyway.

From Florida: Book Processing Center, Orlando

The Center will make 'see' references for all personal names when necessary, whether author or subject. Also institutional cross references are made. All subject heading cross references have to be made by the libraries.

From Illinois: Book Processing Center, Oak Park

'See' references will be made and furnished by the Center.

'See also' references will be made by the individual library at its discretion.

From Maryland: Eastern Shore Book Processing Center

Cross references are made by the Center only when a change is made in an already-existing LC subject heading. The individual library will be expected to make other necessary cross references to adapt to their local card catalog needs.

From New York: Finger Lakes Library System

Cross reference cards for subjects will not be supplied through central processing. Member libraries should prepare these as required for their respective catalogs.

CLASSIFICATION

Both the *Dewey Decimal Classification* and the Library of Congress Classification are used in centralized processing programs. For example, the Buffalo and Erie County System, New York, supplies only Library of Congress Classification numbers to its members. In some centers it may be used by special agreement as that between the Ohio State Library and the Dayton Branch of Ohio State University and Miami University.

Dewey Decimal Classification

The *Dewey Decimal Classification* is more widely used for public libraries than the Library of Congress Classification. There is some evidence, however, that the policies of the centers reflect continuing compromise among member libraries rather than a fresh appraisal of the latest edition of the *Decimal Classification* and a deliberate abandonment of localized adaptations and misuse of numbers. There is also some evidence that the subject analyses of the Decimal Classification Office, Library of Congress, are not in accord with the pragmatic needs of the centers' membership. The following decisions from the centers and some examples of DDC numbers which have appeared on LC cards since the publication of Edition 17 illustrate the variant views.

From California: Black Gold Cooperative Library System Processing Center

Dewey classification numbers will be used as supplied by the Library of Congress. If classification number must be assigned, the latest edition of the Dewey Decimal Classification will be used. EXCEPTIONS:

1. Numbers for individual biography will be shortened to 92. LC will be followed when they class in the subject, e.g.: 780.92, 796.357.
2. Expansion after the decimal point will be limited to 4 places in most cases. Longer numbers will be cut back to a total of 8, unless this places the book with a different subject, in which case, 9 may be used, or leaves a zero or a meaningless portion of a standard subdivision at the end, in which case the number is cut down until meaningful.
3. The number 372 is used only for the art or practice of teaching. Readers are reclassified to fit with subject matter, e.g., Jennings, Jerry E. The South. LC assigned a reader number, 372.891; we reclassed as 917.5.
4. When LC supplies two different numbers, we use the one distinguished by an asterisk, which is the later one.
5. In rare cases LC classifies historical or biographical works even though the subject heading indicates "Fiction." We will follow this procedure.

BIOGRAPHY—CLASSIFICATION

Class numbers for individual biography will be shortened to 92. LC will be followed when they class in the subject, e.g.: 780.92, 796.357. Collective biography will be classed in 920's according to LC, with the appropriate subdivision, e.g.: Presidents U. S. 923.127.

From Colorado: Northern Colorado Processing Center

The Dewey decimal system of classification is used exclusively. As a general rule, the length of number is limited to three digits past the decimal. Some numbers such as aeronautics must be several digits beyond the decimal to accurately classify the material. The classification numbers indicated in *Publishers' Weekly* and *Book Publishers' Record* [sic] are accepted with few changes.

Some special decisions . . .

Period divisions in literature	Not used
920	Collective biography
B or JB	Individual biography
Colorado History	Carry out the classification number to exact description. Example: Kit Carson County 978.891
Fiction	No classification

From Florida: Book Processing Center, Orlando

Latest edition Dewey will be used, limited to three digits beyond the decimal point, if feasible.

From Illinois: Book Processing Center, Oak Park

From 000-099 to 900-999 the classification of the ten divisions will follow the 16th edition of Dewey. Digits in the classification number will be limited to three if possible. Additional digits may be added when needed at the discretion of the head cataloger.

Extracts from the "General Code," issued January 1965:

371.425	Vocations and careers (not broken down . . .)
394.26	Holidays and special days. A letter will be used after the holiday, cuttered by the first three letters of author's surname. Example: 394.26c (Christmas) BRA
621.381	Lasers
716	Herbaceous plants in landscaping

From Maryland: Eastern Shore Book Processing Center

The 16th edition of *Dewey Decimal Classification* is used as the standard for all adult and young adult titles. Additions or corrections to the 16th edition as announced in *Decimal Classification Additions, Notes and Decisions* issued by the Classification Office, Library of Congress are usually followed. Libraries not receiving the above publications may refer to *Wilson Library Bulletin* which supplies this information periodically.

The *Guide to Use of Dewey Decimal Classification* [c1962] . . . and *Code for Classifier's* [sic], by William S. Merrill [c1939] are used as guides when questions arise concerning the proper interpretation of the basic rules given in the *Dewey Decimal Classification.*

Numbers may be simplified and shortened when feasible to make them more nearly uniform with already established collections. As a general rule classification numbers will be limited to three points beyond the decimal, the decision to use the more specialized classification to be left to the judgment of the cataloger.

Juvenile titles are to be classified from the *Abridged Dewey Decimal Classification*, 8th edition.

Extracts from the *Manual* for special subjects:

1. *Subdivision by County:* . . . When Dewey recommends to divide the subject like 930-999, the number for the country may be limited to the form for the continent except in the case of the United States.
2. *Subdivision of History by Period (other than United States):* For English History only major period divisions will be used. . . . When only a limited number of titles are likely to be included in the library collection for an individual country, period divisions will not be used. . . .
3. *Subdivision of Literature by Period:* Period divisions will be used for 20th century English and American literature. Literature written prior to this period will not be subdivided. . . .
   Exception: Works by and about Shakespeare, except biography, will be classed in 822.33.
4. *Subdivision by Form:* Limited use will be made of form divisions to indicate annuals . . . except in the case of .08 for collections and .09 for history and criticism.

Literature:

1. *Literature and Short Stories:* The *Dewey classification* will be followed. This will include the placing of collections of short stories and miscellaneous writings about dogs in the class number 636.78.
   Exception: Collections of short stories by one author, collections of science fiction, mysteries, and westerns will be classed as fiction.
2. *Literary Criticism:* Literary criticism will continue to be classed as 801.9, 811.09, 811.509, 820.9, 821.09, 821.9109, etc., according to the nationality and form used by the author or authors treated in the work. The Center will not use 818, 828, etc. for comprehensive works on prose literature of an individual country as recently recommended in the *Decimal Classification Additions, Notes and Decisions.*

From Michigan: Wayne County Library System

Classification numbers used are the *Dewey* numbers assigned by Library of Congress but shortened where practical to two places beyond the decimal. 'Fiction' is printed in place of the classification number for fiction titles, and 'Biography' . . . on individual biography. Collective biography bears the normal classification number.

From New York: Finger Lakes Library System

Fiction will not have a class number in any collection.

Non-fiction in all categories except 'E' Easy and 'B' Biography will be assigned a subject classification number in accordance with the *Unabridged Dewey Decimal System*, modified by the elimination of digits 4 places beyond the decimal point wherever practicable.

Note: A variation from the Dewey system will be the use of history numbers for travel books.

From Texas: State Library Centralized Processing Center

The classification scheme used in the Center will be the latest unabridged edition of the *Dewey Decimal Classification.* No number will be carried out more than four places past the decimal point, with few being carried out more than two places past the decimal. *Dewey* numbers recommended in the proofsheets, NUC, PW, etc., will be used as much as possible. Form Divisions for classification numbers are used sparingly; no more than two digits are used for a form division (for example, '08,' not '082').

When Dewey recommends to subdivide a subject like 930-999, the numbers for a country will be limited to a continent, except for the United States, which will be limited to a region. History period subdivisions will not be used except for England and the United States. Only major subdivisions will be used for these two exceptions.

Period subdivisions are not used for works of literature.

Bibliographies of a subject are classed with the subject, with the subdivision '016.'

Dewey Decimal Classification. Edition 17

The publication in June 1965 of *Dewey Decimal Classification, Edition 17*, prompted a review of decisions which had been made for *Edition 16.* While the full impact of the changes have not been evaluated, the following statements are illustrative of responses from the processing centers:

From California: State Library Processing Center

Processing Center Classification Policy

The Processing Center is now using the 17th edition of the *Dewey Decimal Classification.* All in all, the changes from previous editions are not excessive and should not cause any difficulties. We will, of course, retain the special call numbers presently in use. The following is a summary of these exceptional cases:

I. *BIBLIOGRAPHIES.* All bibliographies are classed in the 016's in preference to the number for the subject followed by the standard subdivision –016.

II. *BIOGRAPHIES OF INDIVIDUALS.* Biographies have a two-line call number consisting of B or JB followed by the surname or first word of the person's name as given in the subject heading. (Necessary cross references are made by individual libraries as desired).
The exceptions to this practice are works about philosophers, architects, sculptors, painters, musicians and composers, sports figures, and individual North American Indians. For works about such individuals, the first line of the call number is a *Dewey* number, the second the first word of the subject heading.

	number or range of numbers used
philosophers	191-199
architects	720.941-720.999
sculptors	730.941-730.999
painters	759.11-759.999
musicians and composers	780.92 and J780.92
basketball players	796.323 and J796.32
football players	796.332 and J796.33
baseball players	796.357 and J796.35
Indians of North America	970.2 and J970.2

For critical and biographical works about literary figures we use the range of numbers 811-899 (a practice begun during 1961). We will continue to use the chronological divisions for authors established by the 16th edition of Dewey in that the system employed in the 17th edition leads to unduly long call numbers.

All material by and about Shakespeare is classed 822.33 followed by a special letter-number scheme given in the *Tables* volume.

Biographies of Jesus Christ are classed 232.9 and J232.9.

III. *COLLECTIVE BIOGRAPHIES.* Family histories are classed 929.2 followed by the surname.

Collective biographies limited to persons associated with one particular field of endeavor use the range 921-928 (with no division beyond the decimal point); those which cannot be so designated are classed 920 (without geographical subdivision).

IV. *AREA STUDIES.* Works describing part of the world from the viewpoint of the disciplines of sociology, economics or political science are classed in the 300's with the appropriate geographical subdivision.

Historical studies of an area during modern times use the range of numbers 940-999, while "geographical" studies use the range 914-919. The subject headings for the latter group are often subdivided in one of the following ways:

—Civilization
—Descr.
—Descr. & trav.
—Descr. & trav.—Guide-books
—Descr. & trav.—Views
—Frontier and pioneer life
—Maps
—National characteristics, American (and the like)
—Soc. life and cust.

V. *VOCATIONAL GUIDANCE MATERIAL* is classed 371.425.

VI. *FOREIGN LANGUAGE MATERIAL.* Fiction in German, French or Spanish is classed in the 830's, 840's and 860's respectively. Easy readers for children are classed J438, J448 and J846, the subject heading having the subdivision—Chrestomathies and readers.

VII. *PERENNIALS* are classed 635.933 and are "half-Cuttered" according to the name of the flower described, for example:

635.933
R for a work on roses by John Jones.

VIII. *CIVIL SERVICE EXAM QUESTIONS.* Books of this sort—published by Arco, Davis, Pergande, Ken Books and others—are classed 351.3.

IX. *MUSICAL REVUES, COMEDIES, ETC.—LIBRETTOS.* These are classified as plays unless the musical score is included in the book (in which case they are 782.81).

X. *NORTH AMERICAN INDIAN TRIBES* are classed 970.3 and J970.3 followed by the name of the tribe as given in the subject heading.

Standard Subdivisions Used with Dewey Numbers

Whenever possible, *Dewey* numbers are kept to six digits or less—or J plus five digits. Incidentally, this allows us to Ektalith the maximum number of LC proof slips. In line with this, no more than two digits are used for standard subdivisions, with the exception of geographical treatment of a subject (093-099). The following is a listing of subdivisions of subject headings often associated with the Dewey subdivisions used by PC:

—01	[Philosophy and theory]
	—TERMINOLOGY
	—NOMENCLATURE
	—MATHEMATICAL MODELS
	—METHODOLOGY
—016	—BIBLIOGRAPHY (Use 016.001-016.999 instead)
—02	—CATALOGS
	—CHARTS, DIAGRAMS, ETC.
	—DIRECTORIES
	—FORMS, BLANKS, ETC.
	—FORMULAE, RECEIPTS, PRESCRIPTIONS
	—HANDBOOKS, MANUALS, ETC.
	—OUTLINES, SYLLABI, ETC.
	—PICTORIAL WORKS
	—PICTURES, ILLUSTRATIONS, ETC.
	—STATISTICS
	—TABLES
	—YEARBOOKS
—03	—DICTIONARIES & ENCYCLOPEDIAS
	—DICTIONARIES
—05	—PERIODICALS
—06	—SOCIETIES, ETC.
—07	—EXAMINATIONS, QUESTIONS, ETC.
	—EXPERIMENTS
	—PROBLEMS, EXERCISES, ETC.
	—PROGRAMMED INSTRUCTION
	—RESEARCH
	—STUDY AND TEACHING
	—STUDY AND TEACHING (ELEMENTARY)
	—STUDY AND TEACHING (SECONDARY)
—08	—ADDRESSES, ESSAYS, LECTURES (not used by PC)
	—CASE STUDIES
	—COLLECTED WORKS
	—COLLECTIONS
	. . . (COLLECTIONS)
	—HISTORY—SOURCES
	. . . (SELECTIONS, EXTRACTS, ETC.)
—09	—HISTORY
	—HISTORY AND CRITICISM
—092	—BIOGRAPHY (used only in 780.92)

From New York: Suffolk Cooperative Library System

On November 4, 1965, the Director issued the following complimentary statement on Edition 17 to the Suffolk Cooperative membership:

> For the last three months we have been basing our classifications on the 17th edition of the *Dewey Decimal Classification*—long enough to feel at home with it. Our tentative conclusion, based on this use, is that the 17th edition is a considerable improvement on the 16th. We have been forced to review our classifications; we have taken the opportunity to make them more logical and consistent. Over a period of time, we feel, the effect will be a higher and more consistent level of classification throughout the System.
>
> The main features of the 17th edition are (1) a renewed emphasis on subject integrity; (2) a new table of standard subdivisions (formerly called "form divisions"); and (3) a new "area table." These changes are so well described in the editor's introduction to the new edition that we have abstracted his comment for you. . . . [Not included.]
>
> Since the new table of standard subdivisions accounts for so many of the changes in classification, we are also attaching a copy of it for your information. [Not included.]
>
> In the main tables, perhaps the biggest change is in psychology. In the 16th edition, psychology was partly in the 130s and partly in the 150s. Now it is wholly in the 150s. For instance, child psychology, which used to be 136.7 is now 155.4. The 136 number is left vacant, so you will not be getting books in some other subject classified in this number.
>
> We realize that some of these changes will inconvenience you, as they have us. In order to ease the transition, and to help you bring your catalog in line, we make this offer. In

any field—such as psychology—where there has been an *important* change in classification between the 16th and 17th edition (you will have to leave the definition of "important" up to us), we will catalog and process any title you order, even though it was published before 1963.[8]

From North Carolina: State Library Processing Center

At a meeting of 37 member librarians on January 11, 1966, Edition 17 was discussed and

> It was agreed that the expansion of the 500's, 600's and other classifications in the 17th (9th abridged) edition of Dewey had been essential to cover new areas of knowledge. The discussion centered on changes in the classification of individual and collective biography, literature collections, holiday material, fairy tales, folklore and bibliography. These were the problem areas which librarians had indicated on the questionnaires returned to the Processing Center. There was a full discussion of these topics during which time the needs of the patron and librarians were considered and the relative merits of the former classifications and the new ones in these subject areas. The group wanted to be responsive to the growth in areas of knowledge as well as the preferences and practical use of the collections by patrons. Mrs. Johnson reported on information obtained from other processing centers, The Library of Congress and The H. W. Wilson Co. regarding the changes in classification numbers. A vote on each of these classifications was taken and the following consensus was reached:
>
> 1. Individual and collective biography would continue to be classified as B and 920 until members of the Center have more time to determine whether they want to follow the changes in the 17th edition where biography is classified in the subject area when the subject can be identified.
> 2. Literature collection will continue to be put in .08 instead of .008 as given in the new edition; history and criticism of literature will be classed in .09 instead of .009. The group thought the expanded number here was not needed for public library collections.
> 3. The expanded numbers will be used for holidays as indicated in the 9th abridged edition.
> 4. The expanded numbers given in the 9th abridged edition will be used for fairy tales and folklore.
> 5. The number for bibliography will be left as it is which follows the class numbers in the 9th abridged edition: 012-016.
> 6. All other numbers in the 9th abridged edition will be followed.[9]

Sources of Dewey numbers used in processing centers

The major sources of *Dewey* numbers, when not assigned originally by the center, are the DDC numbers on LC proofsheets or cards, the *National Union Catalog*, the *Ameriacn Book Publishing Record* and *Publisher's Weekly*. The decisions in the sources cited emanate from the Decimal Classification Office, Library of Congress. Because of the influence of this Office, processing centers might well be advised to discuss and review with the Office their decisions on the length of *Dewey* numbers. Otherwise the present analyses from the Office become more and more academic.

The following represent a sampling of lengthy DDC numbers which have appeared on LC cards since the appearance of Edition 17, each of which would be shortened by the centers to conform to their policies:

Title	*Classification*
Aircraft of the World	629.133340222
Black Robes and Indians on the Last Frontier	266.20979728
The Hustler's Handbook	796.35764
The Irish in New Orleans, 1800-1860	301.45191620763355
Report to Greco	889.83405
A Shopper's Guide to Mexico	380.1457450972
They Came from Germany	301.45130750922

Because most of the centers continue to prefer B or 92 for individual biography and 920 or its subdivisions for collected biography, such numbers as the following would also be of little practical value.

Title	*Classification*
The Crippled Tree	951.040922
Fighting Generals	355.3320922
A Gift of Prophecy	133.30924
Hoffa and the Teamsters	331.88113883240924
My Twelve Years with John F. Kennedy	973.9220924
Mrs. Jack	708.144610924
Yes, I can	792.70924

CUTTER NUMBERS

Cutter numbers are rarely used in processing centers. The responses to the Missouri questionnaire by 23 centers were:

Use Cutter numbers	1
Use for some libraries	2
Use some Cutter numbers	2
Do not use Cutter numbers	16
Do not use (except biography)	2

Substitutes for traditional Cutter numbers as noted both on the questionnaire and on the sample cards included throughout this study indicate the use of the letters of the author's name, usually the first letter or the first two letters. As collections grow the letter combinations may be extended indefinitely.

Among the decisions made on author or work numbers are these:

From California: Black Gold Cooperative Library System

> In cuttering, use the three figure cutter table, altered and fitted by Miss Kate Sanborn. . . .
> Use cutter for all individual biographies and critiques, whether of the author, artist, musician, or football player. This includes autobiographies. . . . Works about Shakespeare are to be cuttered for the author.
> When an art book is cataloged under the artist as if he were author, he . . . is to be cuttered too.

From Colorado: Northern Colorado Processing Center

> Author names are not assigned. The author's last name and initials are used on labels, book pockets, and cards.

From Texas: State Library Centralized Processing Center

> The first letter of the surname of the author of a title will be placed under a classification number to distinguish different titles with the same class number. Different titles by the same author and different editions of the same title will not be reflected in a call number.
> In individual biography, the first letter of the surname of the person written about will be placed under a class number instead of the author of the biography. In collection biography, the first letter of the surname of the author, editor, etc., will be used.

> For criticisms of a person, the first initial of the person criticized is placed under the class number rather than that of the person writing the criticism.
> No symbols or author letters will be used on . . . fiction books.

Reasons for non-use.—The reasons generally given for not using the *Cutter Tables* are: (1) difficulty of assigning without consultation of existing shelf lists of member libraries; (2) non-use of Cutter numbers by member libraries before they joined a center; (3) preference for use of author's initials as being less confusing.

Observations.—While these are immediate deterrents, an objective appraisal might demonstrate not only the simplicity of Cutter numbers but also their supplementary value to the Decimal Classification. Basically the Cutter number has served to identify the container of the content, usually book format; thus there is some justifiable concern that two books on the same subject by two different authors could be assigned the same Cutter number. The concern seems to be lessened, however, by the canon of attrition particularly as it relates to books in public libraries. Such a policy, moreover, as that stated in the Texas *Manual* that "different titles by the same author and different editions of the same title will not be reflected in the call number" largely negates the purpose of Cuttering.

Among the alternatives for consideration are these: (1) rejection of use of Cutter numbers by the center; (2) use of letters of author's surname or that of biographee, for example, with or without further identification of titles and/editions; (3) acceptance of Cutter numbers with the inconvenience of some possible duplication if the member library already uses them; (4) acceptance of Cutter numbers with the privilege of requesting that the center re-classify or re-catalog fully the earlier title duplicated; (5) use of arbitrary code numbers within each classification number for each title, for example, A-1 - A-99; B-1 - B-99. Samples: 361.4 361.4
A-1 A-86

FOOTNOTES

1. All quotations in this chapter, unless otherwise noted, are extracted from the following sources:

California
Black Gold Cooperative Library System Processing Center, California, ["Rules for] Editing (Content) [and] Cataloging," n.d., 18 pp.
State Library Processing Center, *Handbook*, Rev. Feb. 1964 (Sacramento, Calif.: 1964), 25, 15 pp. (Appendix: January 24, 1963 Workshop Report.)
Stockton-San Joaquin County Public Library, California, Technical Processes Dept., *Manual* (1964), variously paged.

Colorado
"Northern Colorado Processing Center," [A Report prepared by Luella Kinnison] (1962), p. 8. (Mimeographed.)

Florida
Book Processing Center, Orlando, "Cataloging Policies Agreed Upon by All Member Libraries." Latest revision: March 9, 1965, 3 pp.

Illinois
Book Processing Center, Oak Park, *Catalog Code, Technical Processing and Book Order Procedures* (1965), 68 pp.

Indiana
Crawfordsville Purchasing and Processing Center, "Specifications" (1965?), 2 pp.

Maryland
Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, by Lucile H. Horsley [and] Margaret M. Morris. Rev. Sept. 1, 1963 (Salisbury, Md.: 1963), 23 pp.

Michigan
Wayne County Library, "Centralized Selection, Cataloging, and Book Processing Services Provided by the Wayne County Public Library" (August 1965), 4 pp.

New York
Finger Lakes Library System, "Plans for Central Purchasing of Books." Revised July 1961, 4 pp.; "Amendment: Pseudonymous Authors," May 14, 1965.
Westchester Library System Technical Services, *Procedure Manual for Member Libraries* (Yonkers N. Y.: 1964-65), variously paged.

North Carolina
State Library Processing Center, *Development and Procedures*, January 1, 1960-June 30, 1961 (Raleigh, N. C.: 1961), variously paged.
"An account of the history and policies of the North Carolina State Library Processing Center with diagrams, lists and other aids."
"Memorandum 1, February 2, 1960"—"Memorandum 33, January 14, 1966."

Texas
State Library Centralized Processing Center, *Manual/2* (Austin: 1965), 55 pp.

2. California State Library Processing Center, "Processing Center Classification Policy," from A. T. Birrell, August 12, 1965, 3 pp.

3. Suffolk Cooperative Library System, New York, "17th Edition of Dewey," November 4, 1965, 3 pp.

4. North Carolina State Library Processing Center, "Memorandum 33, January 14, 1966."

CHAPTER XIV

CATALOGING AND CLASSIFICATION: WITHIN CENTERS AND MEMBER LIBRARIES

INTRODUCTION

With the emergence of centralized processing services there has been an intensified awareness of centralization and standardization in cataloging and classification as member libraries agreed to share a common policy. In the agreements which are included in Appendix C appear such phrases as these:

> The State shall perform the following services:
> Catalog and classify books in accordance with procedures as agreed upon by the majority of the group of Member libraries.
> (California State Library)

> All books shall be processed according to the specifications given in the manual of procedures.
> (Northern Colorado Processing Center)

> The subscriber agrees to accept the manner and style of centralized book processing, including a cataloging and classification code, as determined by the Center after consultation

> with librarians from libraries who signed contracts . . . provided, however, no such code shall become effective unless it is approved by a majority of the librarians.
> (Book Processing Center, Oak Park, Illinois; Agreement in Appendix: Oak Park Centralized Processing Center)

> [The Member Library] agrees to accept the manner and style of centralized book processing and mending including cataloguing and classification system.
> (Pioneer Library System, New York)

The Eastern Shore Book Processing Center, Maryland, the North Carolina State Library Processing Center, and the Library Service Center of Southwest Wisconsin have similar statements that member libraries shall "accept the manner and style of centralized processing including cataloging and classification . . . as determined by the Center."

There is not full acceptance, however, of standardization among member libraries. The answers to the following question, "Is your cataloging completely standardized?" by the 23 respondents to the Missouri questionnaire were:

yes	13
no	5
no but will be	1
almost	1
not completely	1
no answer	2

Variant views were expressed also in the Missouri questionnaire as to whether standardization among members was desirable or essential. Most of the affirmative responses were accompanied by qualifications such as:

(1) Completely essential for an economical operation.
(2) Conformity to certain standards definitely desirable, although not essential.
(3) Absolutely essential.
(4) Highly desirable.
(5) Extremely desirable.

From one experienced respondent: "Standardization does not hurt service to public; only librarian who doesn't like change."

Custom cataloging

Custom cataloging has been offered or is still being offered by some processing centers which on occasion have compromised standardization for membership. The answers to the question on the Missouri questionnaire, "Do you perform custom cataloging?" were:

yes	7
no	10
no answer	6

The responses were not quite consistent with those of the earlier question on standardization, for, while 13 indicated that their cataloging was completely standardized, only 10 reported that they did no custom cataloging.

Some centers have regretted their acceptance of custom cataloging requests; others accept the responsibility as the following comments indicate:

> The . . . Center had been started in April of 1962 but had had no head librarian since July of 1962. Consequently, they were bogged down with custom cataloging, putting out around 200 books per month.[1]

> The processing of books follows the system used for own library with such small differences that may be needed to make it suitable. . . . It is, in sense, custom cataloging.[2]

Some centers have offered custom cataloging through contract, for example, the Nioga Library System, New York, and Niagara University, New York, agree on the

> Cataloging and classification of all units in accordance with procedures mutually agreeable to Nioga Library System and Niagara University.[3]

The Ohio State Library Catalog Center is seemingly the only Center which offers three types of cataloging services: custom, State Library "package," and standardized by group. State Library cataloging is that done for the main library collection and offered to libraries elsewhere. Even with this cataloging and processing, however, any step used for the State Library may be dropped at the request of a client. Standardized cataloging is that offered

> To a group of at least five or six libraries in a particular area or region which wish to develop their own system of cataloging to be used by members of the group, and which guarantee a regular and sizeable volume of business, cataloging and processing.[4]

Such a diversified program requires that a list of instruction sheets for each library be consulted as titles are prepared in accordance with local decisions, for each of the three types represents a form of customized service.

Charges for the three types of cataloging and processing vary:

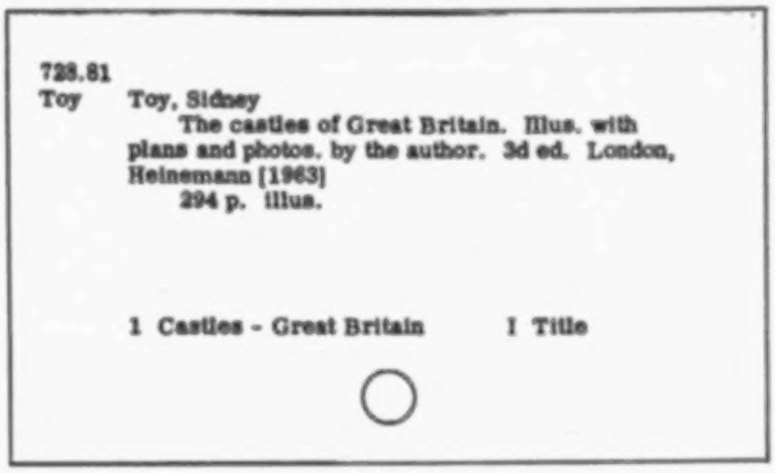
Custom cataloging: (includes machine lettering)	
Fiction	$ .92 per title (or less)
Non-fiction	1.17 per title (or less)
State Library cataloging:	.75 per book
Standardized cataloging:	.80 per book

According to Miss Hess, Acting State Librarian, "only a few of the 9 public libraries . . . want the Custom Cataloging; the others take the 75¢ deal." In addition to the three types of services, the Center sells catalog cards for $.21 per set plus postage.[5]

Standardized cataloging

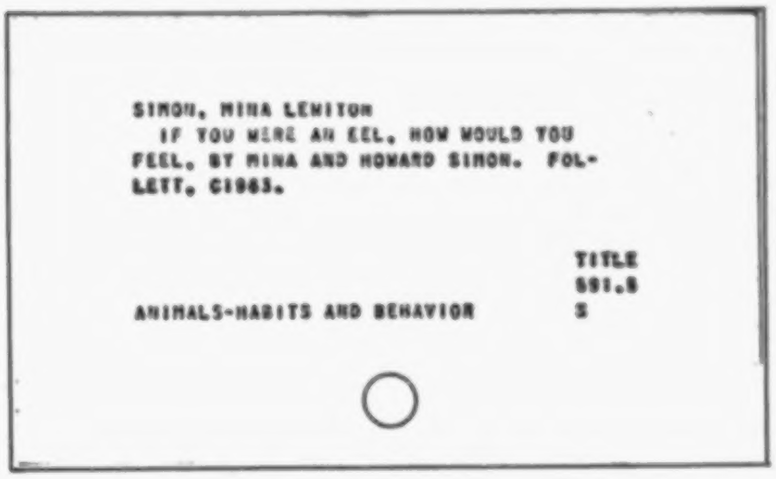
Standardized cataloging as agreed upon by participating libraries within a center tends to be standardized only within the membership. Thus, processing centers differ among themselves as individual libraries long have differed. The following sample cards illustrate the variations now existing:

Florida: Book Processing Center, Orlando


728.81
Toy   Toy, Sidney
The castles of Great Britain. Illus. with plans and photos. by the author. 3d ed. London, Heinemann [1963]
294 p. illus.

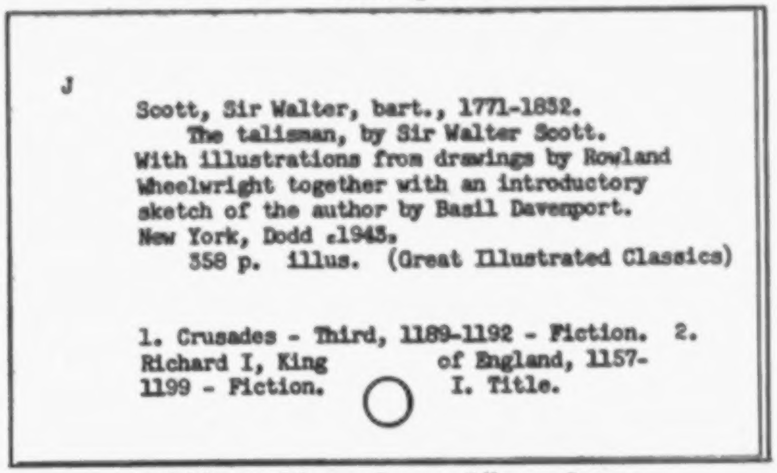
1 Castles - Great Britain   I Title

Georgia: State Catalog Service, Atlanta


SIMON, MINA LEWITON
IF YOU WERE AN EEL, HOW WOULD YOU FEEL, BY MINA AND HOWARD SIMON. FOLLETT, C1965.

TITLE
591.5
ANIMALS-HABITS AND BEHAVIOR   S

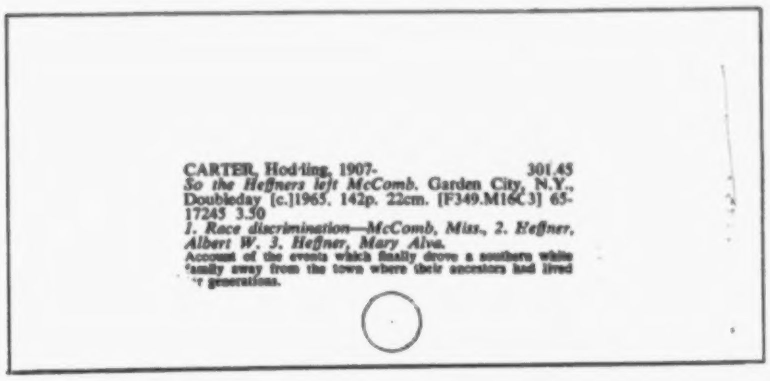
Illinois: Book Processing Center, Oak Park

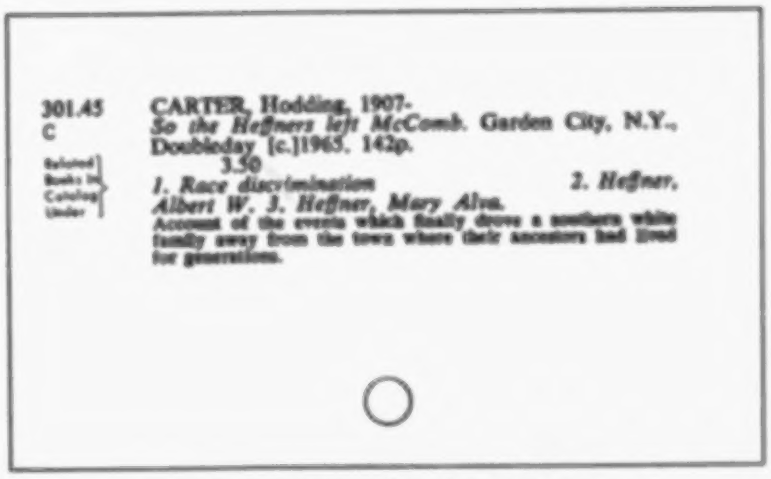

J
Scott, Sir Walter, bart., 1771-1832.
The talisman, by Sir Walter Scott. With illustrations from drawings by Rowland Wheelwright together with an introductory sketch of the author by Basil Davenport. New York, Dodd c1943.
358 p. illus. (Great Illustrated Classics)

1. Crusades - Third, 1189-1192 - Fiction. 2. Richard I, King of England, 1157-1199 - Fiction. I. Title.

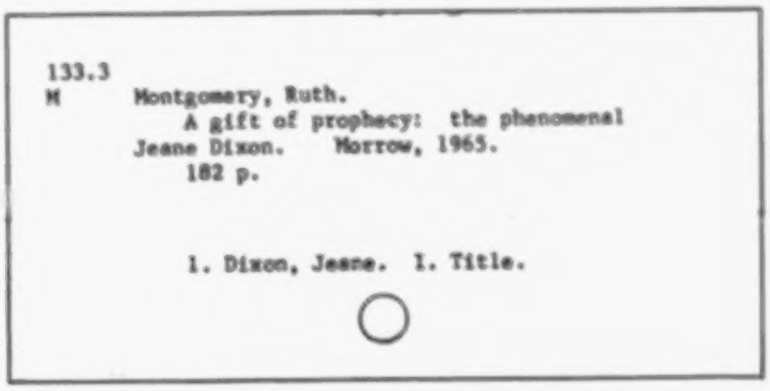
Michigan: Wayne County Library System

Sample of an extract from *Publisher's Weekly* (or *American Book Publishing Record).*


CARTER, Hodding, 1907-   301.45
So the Heffners left McComb. Garden City, N.Y., Doubleday [c.]1965. 142p. 22cm. [F349.M16C3] 65-17245 3.50
1. Race discrimination—McComb, Miss., 2. Heffner, Albert W. 3. Heffner, Mary Alva.
Account of the events which finally drove a southern white family away from the town where their ancestors had lived for generations.

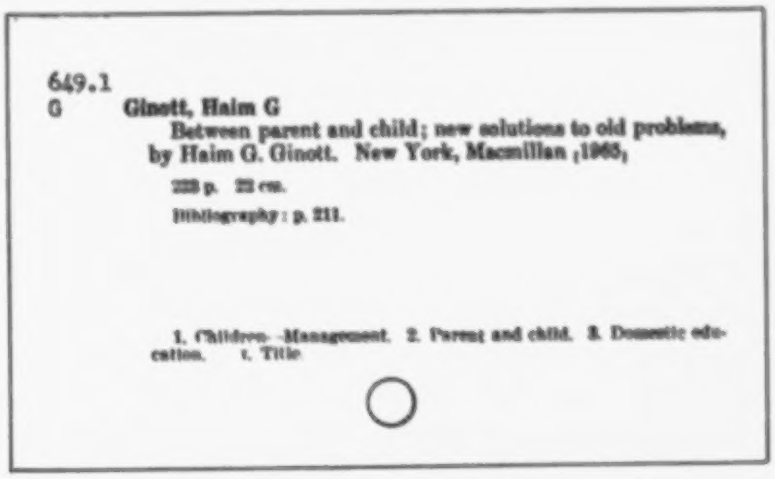

301.45   CARTER, Hodding, 1907-
C   *So the Heffners left McComb.* Garden City, N.Y., Doubleday [c.]1965. 142p.
3.50
Selected Books in Catalog Under
1. Race discrimination   2. Heffner, Albert W. 3. Heffner, Mary Alva.
Account of the events which finally drove a southern white family away from the town where their ancestors had lived for generations.

Data transferred to 3" x 5" card
North Carolina: State Library Processing Center
(own cataloging)


133.3
M   Montgomery, Ruth.
A gift of prophecy: the phenomenal Jeane Dixon. Morrow, 1965.
182 p.

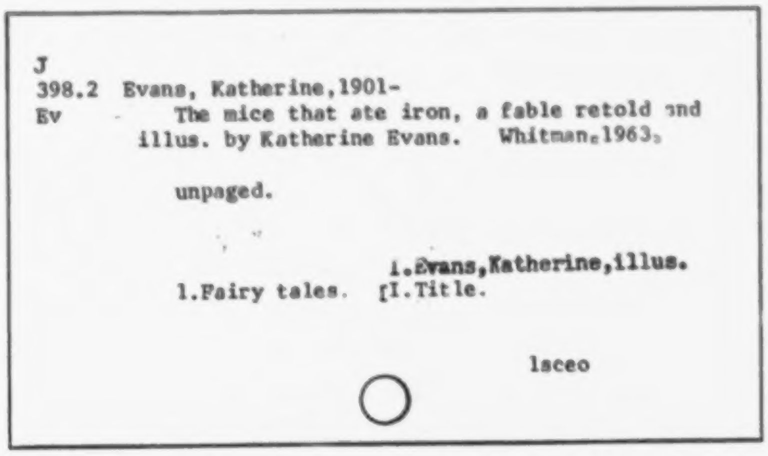
1. Dixon, Jeane. I. Title.

North Carolina: State Library Processing Center
(use of LC card)


649.1
G   Ginott, Haim G
Between parent and child; new solutions to old problems, by Haim G. Ginott. New York, Macmillan [1965]
223 p. 22 cm.
Bibliography: p. 211.

1. Children—Management. 2. Parent and child. 3. Domestic education. I. Title

Ohio: Library Service Center of Eastern Ohio
(Original policy)


J
398.2   Evans, Katherine,1901-
Ev   The mice that ate iron, a fable retold and illus. by Katherine Evans. Whitman,1963,

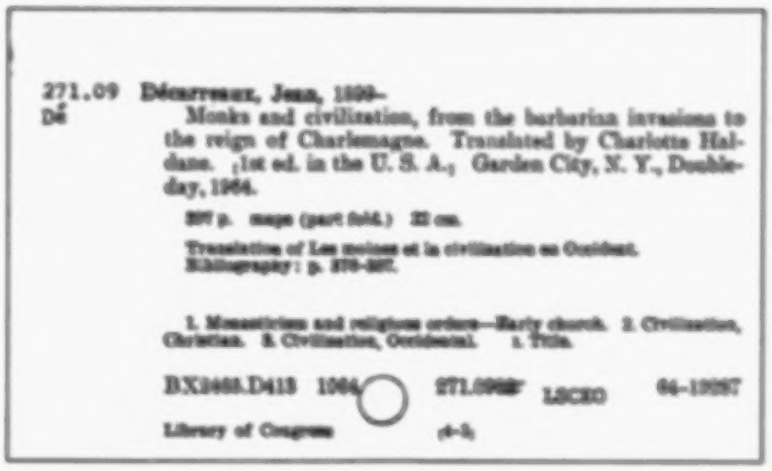
unpaged.

1.Evans,Katherine,illus.
1.Fairy tales.   I.Title.

lsceo

Sample author card with illus. added by a member library

Ohio: Library Service Center of Eastern Ohio
(Policy as of June 1965)



271.09 Décarreaux, Jean, 1898-
D4 Monks and civilization, from the barbarian invasions to the reign of Charlemagne. Translated by Charlotte Haldane. [1st ed. in the U. S. A.] Garden City, N. Y., Doubleday, 1964.

297 p. maps (part fold.) 22 cm.

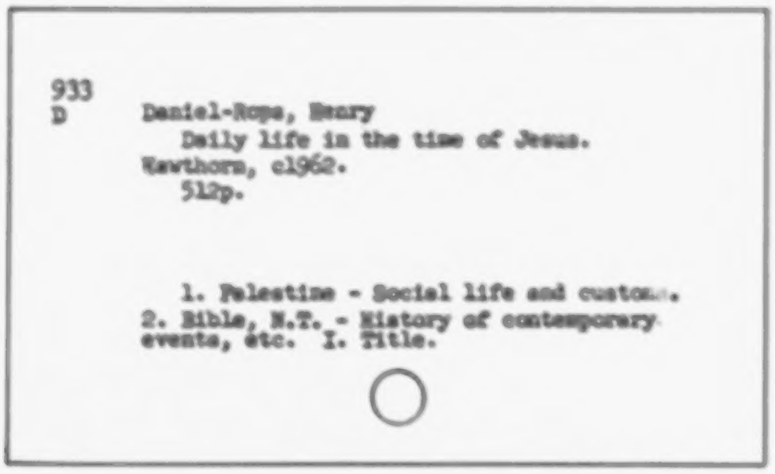
Translation of Les moines et la civilisation en Occident.
Bibliography: p. 279-287.

1. Monasticism and religious orders—Early church. 2. Civilization, Christian. 3. Civilization, Occidental. I. Title.

BX2465.D413 1964 271.0902 LSCEO 64-19287

Library of Congress [4-1]

Texas: State Library Centralized Processing Center



933
D Daniel-Rops, Henry
Daily life in the time of Jesus.
Hawthorn, c1962.
512p.

1. Palestine - Social life and customs.
2. Bible, N.T. - History of contemporary events, etc. I. Title.

Cataloging within centers

A major activity of processing centers is pre-cataloging or cataloging with the use of aids such as LC proofsheets or cards, the *American Book Publishing Record* and *Publishers' Weekly*. Some centers rely on the aids completely though participation in the Greenaway plan makes available many titles for consultation when necessary. Some Wilson cards are used with few or no changes. In general, however, the cataloging and classification are *adaptive* to that already done, primarily by the Library of Congress. When books arrive before LC cards are available they may be held until cards arrive since little original cataloging is done except in those centers associated with large public libraries for which they catalog.

Cataloging records.—The centers vary as to the cataloging records kept, for example, (1) some centers do not have a shelf list arrangement of classification numbers used; (2) few maintain name authority and subject authority files; (3) some maintain a record (author or shelf list) indicating that certain titles, not the number of volumes, were sent to member libraries; (4) some attempt to maintain an accurate record of withdrawal of titles from member libraries such as in the union catalog of the Finger Lakes Library System, New York.

Directives sent to the member libraries in the Finger Lakes Library System relate both to additions and withdrawals:

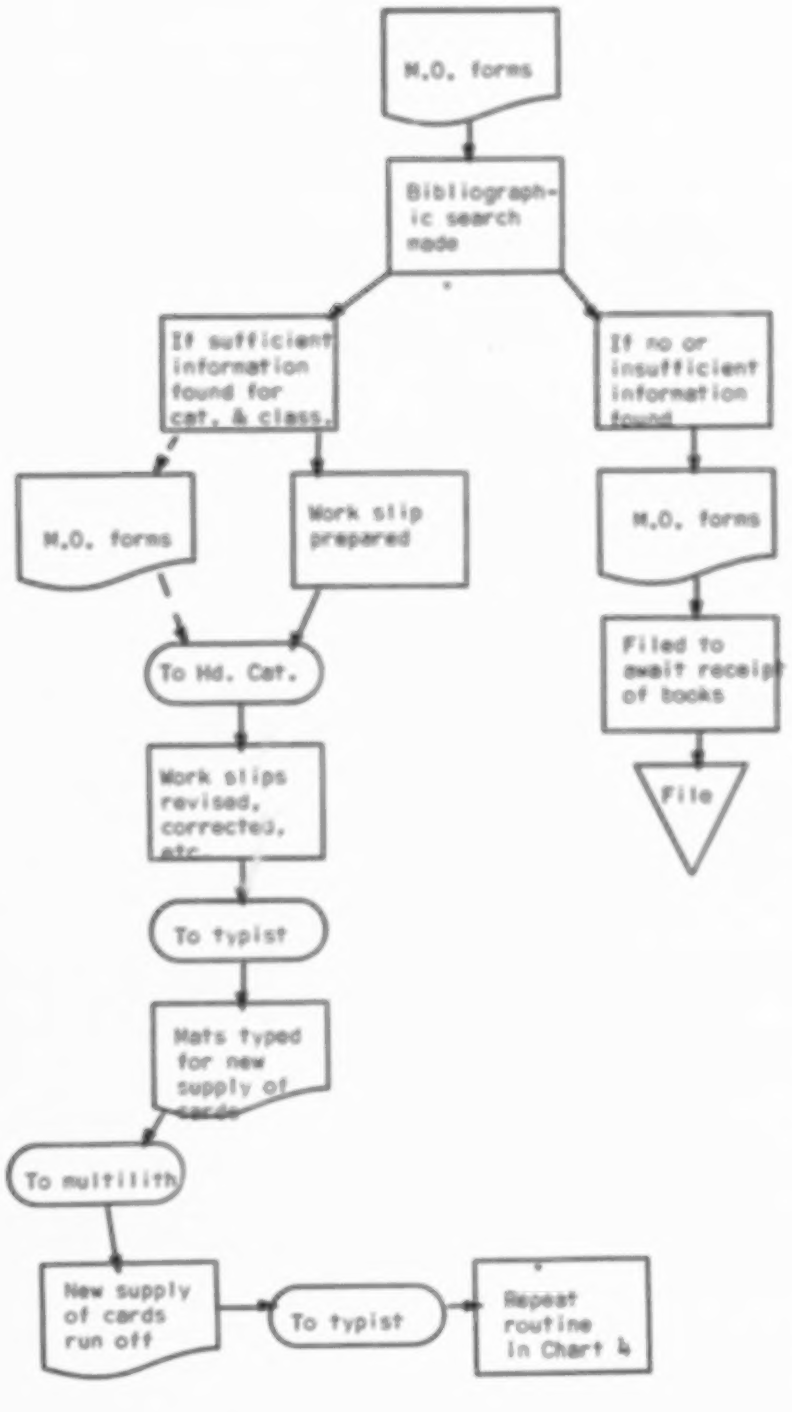
> Please send us an author card for *every title not processed by us* which you add to your collection.
>
> When withdrawing the last copy of a title which you *do not intend to replace*, please return to us the main entry card or the shelf list card marked 'All copies discarded.' This will help us maintain an accurate record of member library holdings and also allow us to remove from the union catalog the cards no longer needed. . . .
>
> If you withdraw the last copy of a title and you *intend to replace it*, DO NOT notify us of the withdrawal, and keep your catalog cards. Your replacement copy will be sent to you without cards.*

Catalog cards.—Once the cataloging and classification decisions are made, complete sets of cards are prepared, commonly by Multilith and Xerox though other methods are used. Two centers, the State Catalog Service of Georgia and the New Hampshire State Library, furnish unit cards only with a manual for guidance in completing the sets of cards. Suggestions for adapting the cards are included, details of which may be found in the manuals themselves:

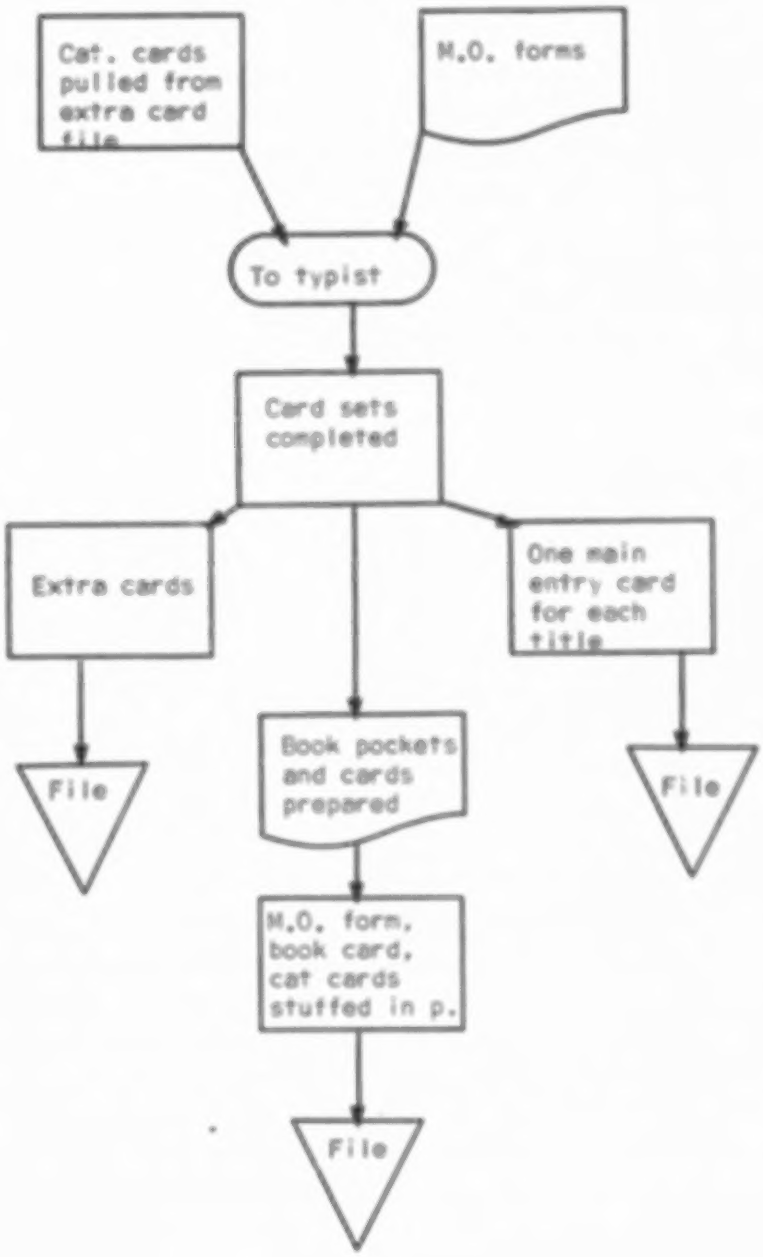
> Georgia State Department of Education, State Catalog Service, *Manual for Adapting and Using Catalog Cards* (Atlanta: n.d.)
>
> New Hampshire State Library, *Manual for Centralized Cataloging, Card Service* (Concord: 1965)

Extra sets of cards.—Since promptness of service is predetermined largely by the readiness of the cards, some centers have tried to keep extra sets of cards in reserve in anticipation of duplication of titles. Thus far, however, no reliable pattern of duplication has emerged. Some centers try to keep from three to five sets in reserve; one center keeps cards with popular subject headings ready for use. One center nearly perished in its plethora of extra cards and is now reviewing its policies. In general, more rapid methods of card reproduction make it increasingly less necessary to have reserve stock if a master set or a main entry card is kept for copying. While routines differ in the centers, the following flow charts illustrate the procedures involved in preparing sets of cards.

From Texas: State Library Centralized Processing Center
Cataloging Procedures


M.O. forms
Bibliographic search made
If sufficient information found for cat. & class.
If no or insufficient information found
M.O. forms
Work slip prepared
M.O. forms
To Hd. Cat.
Filed to await receipt of books
File
Work slips revised, corrected, etc.
To typist
Mats typed for new supply of cards
To multilith
New supply of cards run off
To typist
Repeat routine in Chart 4

Precataloging Procedures
If enough cards are found in Extra Card File:


Cat. cards pulled from extra card file
M.O. forms
To typist
Card sets completed
Extra cards
One main entry card for each title
File
Book pockets and cards prepared
File
M.O. form, book card, cat cards stuffed in p.
File

If enough cards are not found, mats are typed for a new supply of cards; if no cards are found, the main entry card is used as a guide for the typing of mats.[7]

Cataloging costs.—Few centers have made detailed studies on the cost of cataloging; however, data from *Centralized Processing for the Public Libraries of New York State* indicate that the range of costs in fourteen selected System Centers was per title: $1.227 to $8.733; per item: $.207 to $1.463. The costs per title and per item for each of the fourteen centers follow:

System	*To Catalog Title*[b]	*To Catalog Item*[c]
1	$1.227	$ .312
2	1.380	.207
3	2.586	.625
4	6.031	.770
5	4.022	.989
6	3.487	1.019
7	8.733	.770
8	3.768	1.282
9	4.185	1.046
10	4.095	1.062
11	2.423	.765
12	4.846	1.442
13	8.160	1.076
14	6.083	1.463[a]

[b] Total cataloging costs divided by titles cataloged.
[c] Total cataloging costs divided by items processed.

The responses to the question on the Missouri questionnaire concerning estimating both the time and cost per volume for each phase of processing were disappointing. Only one library offered an estimate which was that the cost for classifying was $.37 per volume.

Cost per card.—While the Missouri questionnaire attempted to gather data also on the cost per card and the type of equipment used for card reproduction, 14 centers were unable to respond adequately. Nine furnished the following data on cost per card and the equipment used:

Cost per card	*Equipment for card reproduction*
$.011	Photo-Direct and Multilith
.015	Addressograph
.016	Thermofax and Ektafax
.017	Multilith
.02	Xerox and Multilith (Some typed)
.02	Xerox 914 (10¢ original)
.046	Xerox
.06	Xerox and typewriter (varies)
(.15 per set	Addressograph 5000)

Cataloging within member libraries

The acquisition of materials not purchased through the center, gifts which may or may not be cataloged by the center, and the maintenance of the card catalog all contribute to some cataloging activity within member libraries. The very endorsement itself of expending any portion of the book budget independently immediately involves a member library with cataloging if the books thus bought are not forwarded to the center. While it may have been the original plan that duplicate copies, annuals, government documents, periodicals, encyclopedias, and nonbook materials were to be purchased with the member library's percentage of the book budget, there is some question as to the actual scope of acquisitions within the member libraries.

Whatever the scope, it is obvious that some cataloging may be or is being done within the local library. What is not known is what cataloging policy is used and how much time is thus deployed from reader services. The cataloger or the person assuming local cataloging duties seems to have little communication with the center. With local cataloging, local policies may be relinquished uneasily or not at all. The question that may be asked then is to what extent does such cataloging encourage the retention of local procedures?

Changes made on cards from centers.—Changes often are made on catalog cards when they reach the local libraries. Some members of one center indicate making the following changes:

> Classification, complete cataloging for each entry and more subject headings.
> Usually class numbers to fit in our collection.
> Occasional changes.
> Re-assign numbers, correct typographical errors.
> Make changes that I desire.

From another center, these changes were indicated:

> Mark digits off long numbers.
> Change classical, etc. names to common English names.
> Discard cards for illustrators, most translators and editors and mark tracings off card.
> Change some numbers to fit into our collection better.
> Change some Author Entries to fit into our collection better.
> Change form of author's name—call numbers.
> Some changes in classification numbers, especially when we have copies of book under another number. We add some subject headings, too.
> Sometimes classification no. to conform to earlier copies.
> Subject headings, generally juvenile.[9]

Such comments, even if somewhat atypical, show that the acceptance of standardization in cataloging policies is more of a subterfuge than a reality and that a reappraisal is imperative. One respondent felt uncertain that there had been an improvement in the *quality* of cataloging since joining the center because "I just happen to like simple cataloging for rural libraries." Another member withdrew saying "Being I have time, can process them here."

The centers cannot be blameless if there has been too much of a tendency to deliver the book with the cards without thinking of an integrated collection of books for use. Such criticism as "sometimes two books on same subject in same shipment will have varying subject headings" and the center should undertake the "development of subject & name authority files & consistency in using them,"[10] jeopardizes, if true, the basic merits of centralized processing.

The present consequence is that some member libraries, however small, are still allocating time both for cataloging materials purchased directly and for tinkering with the cataloging from the center. Thus the time hopefully relinquished for services to the public is diminished while hidden costs of cataloging increase. Moreover, however excellent the cataloging policy of the center, its use by member libraries and the individual patterns of subject references may not be consistent or competent in an environment lacking not only a qualified cataloger but a professional staff member as well.

It is not too late for member libraries or anticipated ones to reappraise themselves and their intransigent insistence on local policies—to ask such questions as: To what extent is adhering to a local policy a fetish? Is there really any evidence that local changes *improve* the cataloging within a library? If true, why are not similar changes made in bibliographic and biographic indexes, in vast encyclopedia indexes? Is a small collection of books to be equated with small needs or small mentalities? Is it possible to free oneself from local but perhaps too prideful manifestations of differences and view service *for* the reader as prelude to the equally but more personally demanding one of service to the reader?

Commercial processing and processing center services

The possibility of choosing between a commercial processing service and a library sponsored processing center makes it desirable that librarians know of the services of both. Basic information may be found in "Commercial Cataloging Services: A Directory," compiled in 1964 by Barbara Westby.[11] More information is scheduled for inclusion in the July 1967 issue of *Library Trends.*

Inquiries concerning costs are usually made. In California, for example, when the State Library Processing Center was discussing its cost of $1.40 per volume with its members, a question about comparison of costs with Alanar, a commercial firm, revealed that:

> Two factors make a comparison difficult: 1) Our service includes a much greater average distribution of cards, since Alanar furnishes at the standard price only a single basic set; 2) Many of the details of cataloging by the Center would be considered custom cataloging by Alanar and be charged at a higher rate.[12]

In addition, two libraries reported that their costs were $1.60 and $1.89 as compared to the State Library cost.

As reported in the New York Survey, letters of inquiry were mailed to 26 commercial processing services.[13] Following are replies from 11 companies, coded as to services, cost, and time, confirming not only the difficulties involved in obtaining data but diversities among the services.

INFORMATION ON COMMERCIAL PROCESSORS

Company	*Service*	*Cost*	*Time*
A	Ordering, cataloging, preparation for public, school, college and university, and special libraries;	$.50-$2.30	8 weeks normal
	also sell cataloging kits	$.25 when book also bought; $.29 without book	—
B	Print and sell catalog cards (9th abridged Dewey only); also sell Bowker processing kits	—	—
C	Cataloging and preparation for high school and junior college libraries	$1.35-$1.90	—
D	Furnish catalog cards and book pockets with library bound books bought through company	Free with purchase of books	—
E	Kits of catalog materials furnished to public and school libraries	$.29 per kit	—
F	Ordering, cataloging and processing of materials for schools, as well as for some public libraries	$.60-$1.65	120 days normal
G	Ordering, cataloging, preparation for university, government, public and special libraries	Individually contracted with clients	—

Source: New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix C, Section 3," p. 5.

Of greater significance than cost and time variations, however, is the fact that neither commercial processors nor the library sponsored centers catalog titles within the concept of an integrated collection of materials. Their cataloging title by title is easily done. What is more important is the structuring of the syndetic catalog to interrelate the collection as represented in each member library or in a book catalog. If this responsibility is not to be accepted by the processing centers, commercial firms might well challenge the effectiveness of some of the continuing programs.

The card catalog within member libraries

Processing centers have thus far not contracted to maintain the card catalogs of member libraries though some have offered guidance as in the preparation of manuals for members. An example is the "Code for Filing Cards in the Dictionary Catalog of a Small Library,"[14] prepared by the North Carolina State Library Processing Center for its members. A realistic statement of responsibility has been made by the Book Processing Center in Florida to its members:

> "The Processing Center cannot maintain the public catalog. The filing, watching for conformity in entries, and the upkeep of subject headings and their cross references, deletion of superseded headings, etc., must be done by the individual libraries."[15]

Additional responsibilties of some member libraries include the correction of continuations records and, generally, making analytics. For example, the Eastern Shore Book Processing Center, Maryland, states in its *Manual* that "no analytics will be made for collections of short stories, plays, etc."[16]

Though some processing centers have suggested the use of a printed list of subject headings with the card or the book catalog, a significant responsibility of individual libraries continues to be the making of *see* and *see also* subject headings. Fulfilling the task of patterning subject interrelationships, therefore, it being assumed by some libraries with a limited or no professional cataloging staff. Whatever the original state of the catalog, its syndetic character will erode unless its structuring is controlled. There is some evidence, meanwhile, that cards have not been filed promptly into the catalogs, that references have not been made, and that some new catalog cards have been used for notes.

Toward the book catalog for member libraries

Thus far book catalogs have not been widely used to record the holdings of public library members of processing centers or systems. Of the 23 respondents to the Missouri questionnaire, only the Black Gold Cooperative Library System, California, reported that it had a book catalog for the use of its membership. Meanwhile definite proposals have been made for book catalog programs for the public libraries of New York and of North Carolina. The accompanying data on the Black Gold Cooperative Library System and on the statewide plans for New York and North Carolina indicate the current trend toward and the diversifications in book catalog programs.

In California.—The book catalogs of the Black Gold Cooperative Library System represent the holdings of seven public libraries which acquired from 50,000 to 60,000 volumes in 1965. The libraries are in Lompoc, San Luis Obispo (2 libraries), Santa Barbara, Santa Maria, Santa Paula, and Ventura. The Ventura County and City Library has assumed the responsibility for the cataloging and editing in conjunction with the Black Gold Processing Center. The catalogs are prepared by the Science Press at Ephrata, Pennsylvania, by the use of punched sequential cards. As of Fall, 1965, the book catalogs included about 11,000 titles.[17]

Mrs. Catherine S. Chadwick, Director, Library Services, at Ventura, was aware of the difficulties involved in the acceptance of the standardized input and reports the experience, in part, as follows:

> It took us a year of real struggle to decide that a positive authority was necessary, and the determination to adhere as closely as possible to the LC pattern, and their recommended Dewey number, with the LC proof slip slightly edited according to a closely defined pattern, was the first step in the right direction.
>
> Our first year was marked by dissention and dissatisfaction with a product that left much to be desired. When we went into our second year we were far better prepared to evaluate the necessary components of success.[18]

Plan of the catalog:

Adult books (2 volumes)	Children's books (1 volume)
1. *Author-Title Catalog*	*Children's Catalog*
2. *Subject Catalog*	Three sections:
	Author
	Title
	Subject

Frequency of publication:

Adult books	*Children's Catalog*—Bi-monthly
Author-Title—Monthly	
Subject —Bi-monthly	

Entire cumulated catalogs to be issued periodically incorporating all additions and withdrawals.

Location of copies:

Symbols used to locate titles, specifically monographs.
Continuations are located by title only; user is advised "For library holdings, consult the Reference librarian."

Sample entries: (Reflecting decisions on cataloging and editing accepted as the "positive authority.")

Author-Title Catalog Supplement
Adult Books
March 1966

MANSFIELD, KATHERINE, 1888-1923, TR.
928.917 (Gor'kii, Maksim, 1868-1936) Reminiscences of Tolstoy, Chekhov, and Andreev. Authorized translation from the Russian by Katherine Mansfield, S. S. Koteliansky, and Leonard Woolf. London, Hogarth Press, 1948. 191 p. illus.
SB

MANTLE, MICKEY, 1931-
796.3572 (Grand slam) the secrets of power baseball, by Jim Bunning and others. Viking Press, 1965. 126 p. illus., ports.
SL SB SM

MANTLE, ROBERT BURNS, 1873-1948, ED.
808.82 (Best plays and the Year book of the drama in America.) 1899/1909- Dodd, Mead, etc. v. illus.
Title varies: 1947/48-1949/50, The Burns Mantle best plays and the Year book of the drama in America.
Indexes: 1899/1909-1949-50. 1 v.
For library holdings consult the Reference librarian.
BSP L SL SLP SB SM V

MANVELL, ROGER, 1909-
943.086 Men who tried to kill Hitler, by Roger Manvell and Heinrich Fraenkel. Coward-McCann, 1964. 272 p. Illus., ports. Bibliography.
SL V

MAN'YOSHU
895.61 The Manyoshu; the Nippon Gakujutsu Shinkokai translation of One thousand poems, with texts in Romaji. New foreword by Donald Keen. Columbia, 1965. 502 p. Illus., maps (part fold.) (Unesco collection of representative works: Japanese series)
Records of civilization: sources and studies, no. 70.

Added entry in same bold type as main entry which appears in parentheses following added entry.

No author cross references; duplicate entries made for pseudonyms and varying forms of author's name.

Note use of "For library holdings consult the Reference librarian."

No tracings.

Subject Catalog Supplement
Adult Books
February 1966

CHILDREN AS ARTISTS
372.5 Gaitskell, Charles D. Children and their art; methods for the elementary school by C. D. Gaitskell, under the general editorship of W. B. Spalding. Harcourt, Brace, 1958. 446 p. Illus. Bibliography.
SB

CHILDREN IN FOREIGN COUNTRIES
790.192 United States Committee for UNICEF. Hi neighbor; fun and folklore from countries being assisted by the United Nations Children's fund. New York, 1958?- v. Illus. (part col.) maps, music. annual.
For library holdings consult the Reference librarian.
SL

CHILDREN IN LITERATURE AND ART
743 Pointer, Priscilla. How to draw children. London & New York, The Studio, 1942. 62 p. Illus.
SLP SB

CHILDREN IN THE U. S.
301.431 Ginzberg, Eli, 1911- ed. Values and ideals of American youth. With a foreword by John W. Gardner. Columbia University Press, 1961. 338 p. Diagrs.
"Notes and references": p. 325-338.
SL SB V

No subject cross references.

With compound names, added subject entry made.

Sample entries:

Children's Catalog Supplement
February 1966

Author Index

BOGGS, RALPH STEELE, 1901-
J398.2 Three golden oranges and other Spanish folk tales, by Ralph Steele Boggs and Mary Gould Davis. Pictures by Emma Brock. D. McKay Co., 1936. 137 p. Illus.
L SL SLP SB SM V

BOLOGNESE, DON, ILLUS.
J (Brooks, Walter Rollin, 1886-1958) Jimmy takes vanishing lessons. Illustrated by Don Bolognese. Knopf, 1965. 1 v. (unpaged) Col. illus.
L SL SB SM

BOLTON, SARAH KNOWLES 1841-1916
J925 Famous men of science. Rev. by Barbara Lovett Cline. 4th ed. Crowell, 1960. 326 p.
L SB V

Subject Index

DOGS
J636.78 Richardson, Anthony, 1899- One man and his dog. G. G. Harrap, 1960. 251 p. Illus.
SL SLP

DOLL-HOUSES
J745.5923 Jacobs, Flora Gill. World of doll houses. Rand McNally, 1965. 144 p. Illus.
L SM

DOLLS
J745.5922 Ackley, Edith Flack, 1887- Dolls to make for fun and profit. Drawings by Telka Ackley. Rev. ed. Lippincott, 1951. 126 p. Illus.
L SL SLP SB
745.5922 Ackley, Edith Flack, 1887- Dolls to make for fun and profit. Drawings by Telka Ackley. Stokes, 1938. 107 p. Illus.
SM

DOLPHINS
J599.53 Bailey, John Swartwout, 1907- Wonderful dolphins; man's oldest underwater playmates newest scientific discovery. Hawthorn Books, 1965. 96 p. Illus.
About different types of dolphins, their habits, the parts they play in experiments, with stories of their intelligence and helpfulness.
SB SM

Subdivision, "Juvenile Literature," not used.

The editorial (content) and cataloging rules guiding the preparation of the book catalogs are to be found in Appendix D.

A critical appraisal of the Black Gold book catalog program is yet to be made in such areas as adherence to frequency pattern, time lags between date of acquisition and date of inclusion of titles, omission of subject references, need for location symbols, need for indicating withdrawals, editorial problems and cost factors, and, of supreme importance, the librarians' and readers' uses of the book catalogs. The initiative and stamina shown thus far in reaching the present agreement offers assurance that such studies are likely to be undertaken by the Black Gold Cooperative Library System itself.

Title Index

J383 Letter to anywhere, by Al Hine.
J978 Lewis and Clark Expedition, 1951, by Richard Lewis Neuberger.
J Lewis Carroll book, 1944, by Charles Lutwidge Dodgson.
J Libby looks for a spy, 1965, by Catherine Woolley.
J944.04 Liberty, equality, fraternity, 1965, by Clifford Lindsey Alderman.
J917.98 Life in America: Alaska, 1963, by Stuart Ramsay Tompkins.
qJ917.4 Life in America: New England, by Robert Peter Tristram Coffin, 1892-
qJ917.8 Life in America: the Great Plains, by Walter Havighurst, 1901-
qJ977 Life in America: the Midwest SEE Midwest, by Walter Havighurst.
J914.4 Life in Europe: France, 1964, by Virginia Creed.

In New York State.—Within New York State three systems have some familiarity with book catalogs though the book format has not supplanted the card catalog. These are the Mid-Hudson Libraries System, the Finger Lakes Library System, and the Nioga Library System. The following samples illustrate the present practices of the Finger Lakes and the Nioga Library Systems:

Finger Lakes Library System
Central Sampler, February 1965, number 16

POLICE SERVICES

351.74	Germann, A. C. INTRODUCTION TO LAW ENFORCEMENT.
351.744	Luisi, Gerald. HOW TO CATCH 5000 THIEVES.

LOCAL AND FEDERAL GOVERNMENTS

352	MUNICIPAL YEAR BOOK. 1963.
352.073	MacDonald, Austin. AMERICAN CITY GOVERNMENT AND ADMINISTRATION.
352.074	Dahl, Robert. WHO GOVERNS?
353	Elazar, Daniel. AMERICAN PARTNERSHIP.
353	Levy, Leonard. THE AMERICAN POLITICAL PROCESS.
353	Pfiffner, John. PUBLIC ADMINISTRATION.
353.1	DeConde, Alexander. THE AMERICAN SECRETARY OF STATE.
353.7	Albion, Robert. FORRESTAL AND THE NAVY.
353.9756	Hodges, Luther. BUSINESSMAN IN THE STATEHOUSE.
354.42	Minney, R. J. NO. 10 DOWING STREET.
354.47	Fainsod, Merle. HOW RUSSIA IS RULED. (Rev. ed.)

Nioga Library System
Checklist of Adult Non-Fiction: Author Listings for 1964

AUTHOR	TITLE	DATE	LOC.	CLASS.
STEELE F	GARDENS AND PEOPLE	1964	BA	712.
STEEGMULLER F	APOLLINAIRE	1963	BA	841.912
STEEL R	ITALY	1963	NFL	808.5
STEFANSSON V	DISCOVERY	1964	BA	B .
STEIN M	SOCIOLOGY ON TRIAL	1963	NFL	301.

Checklist of Adult Non-Fiction: Classified Listings for 1964

CLASS.	AUTHOR	TITLE	DATE	LOC.
798.2	PHILLIPS L	SADDLE HORSE	1964	LOC
798.2	SELF M	HAPPY YEAR	1963	NFL
798.2	STONERIDGE M	HORSE OF YOUR OWN	1963	BA
798.2	SUMMERHAYS R	ELEMENTS UF RIDING	1963	NFL
798.2	VERNAM G	MAN ON HORSEBACK	1964	LOC

In North Carolina.—In North Carolina, where, unlike New York, there is already only one processing center, a proposal for a statewide book catalog program has come, not from the State Library, but from the Automation Committee of the North Carolina Library Association. In November, 1965, the Committee presented to the Association a "Technical Proposal for a Book Catalog Program for the Public Libraries of North Carolina," submitted to the Committee by Documentation, Inc. The plan envisions through a computerized program:

1. A North Carolina Library Catalog (NCLC) of all titles held by public libraries in the State (including the State Library) with holding codes shown at the area level and for the State Library in the Author section only.
2. Area catalogs (from four to seven) of all titles held within each area with holding codes for area libraries shown in all three sections.
3. A Master file, under the direction of Documentation, Inc., created according to a detailed plan, of titles to be included in the first annual catalogs, supplements, and cumulations on the following schedule after the publication of the first catalogs:
    (1) bi-monthly publications of adult titles;
    (2) 4 month publication of children's titles;
    (3) cumulation of each succeeding issue until final cumulation with the master catalog [at the end of two years];
    (4) paper-bound printed copies (the master catalog will be hard bound).[30]

The "Proposal" suggests further (1) that the book catalogs be divided into three sections, author, title, and subject; (2) that full-data citation be used in the author section of the North Carolina Library Catalog (NCLC) only; (3) that finding-list citation be used in the title and subject sections of the NCLC and in all three sections of the area catalogs. The differences between the citations can be seen in the accompanying illustrations:

Full-Data Citation

```
PIERCE, JOHN ROBINSON, 1910-
  The Research State: a history of science in
  New Jersey, by John R. Pierce and Arthur G.
  Tressler. Princeton, N.J., Van Nostrand, 1964.
  xv, 167 p.  illus., col. maps (on lining
  papers), ports.  22 cm.  (The New Jersey his-
  torical series, v. 15)  "Bibliographical notes":
  p. 152-155.
    64-23967                            Q127.U6P5
```

Finding-List Citation

```
SCIENCE--HIST.--NEW JERSEY
   Pierce, John Robinson. The Research State, 1964.  20
                                       Q127.U6P5
```

Though the entries indicate the use of the Library of Congress Classification, the "Proposal" recommends that:

> Where possible, the shelf number should be the Dewey number assigned by the Library of Congress. . . . Where LC does not assign a Dewey shelf number, the North Carolina state library would serve as the shelf-number authority.[31]

The "Proposal," somewhat easily mistaken for a procedural manual for Documentation, Inc., offers to erase variants in classification by distributing labels for use on book spines, book jackets, and book cards for re-processing titles already held throughout the State.

The major assignment yet remaining for the Automation Committee, if and when it is fully convinced, is to persuade the public libraries and the State Library that the "Proposal" should be implemented.

Cost of book catalogs

That book catalogs cost a great deal is undisputed; how much they cost or may cost is as yet undetermined. Their cost in comparison to the cost of the card catalogs which they are to replace in whole or in part can only be estimated and is less likely to be determined accurately because few libraries through the years have kept cost figures on the preparation and maintenance of card catalogs. Significant cost determinants relating to the preparation of data either for the book catalog or the card catalog format are the descriptive and subject cataloging and classification decisions.

For the book catalog the method of reproduction is a cost determinant. Both manual and mechanized methods are used but whatever the method, there are variables which will affect the cost further. Since a book catalog prepared for the members of a centralized processing service would be similar to one prepared for a large public library and its branches, the following variables, identified by Margaret C. Brown of the Free Library of Philadelphia, are included for consideration:

1. The extent to which present catalog records being transferred into the book catalog can be used without retyping or recopying.
2. The number of cumulations required in any twelve-month period (the cumulative supplements may well cost more than a single annual issue).
3. The number of copies printed and the kind of binding used,
4. The buying pattern of an individual library, and, of course, its book budget,
5. The number of catalogers, since arrearages do not appear in a book catalog any faster than they do in a card catalog.
6. Technological improvements which may soon make it possible to automate some procedures, such as the stripping of film, that is presently done by hand.[32]

Among the additional variables affecting the cost of book catalogs representing the collections of member libraries are these:

1. Use of location symbols for each title
2. Frequency of correction of volume holdings for open entries
3. Pattern of *see* and *see also* references

Further experimentation is necessary before cost figures can be accepted as valid. Meanwhile, among published sources, some cost data can be found in Margaret C. Brown's "A Book Catalog at Work";[23] in *Book Catalogs*, edited by Robert E. Kingery and Maurice F. Tauber;[24] and in *The Economics of Book Catalog Production*, prepared for Stanford University Libraries and the Council on Library Resources, by R. M. Hayes and R. M. Shoffner.[25]

The Economics of Book Catalog Production furnishes its own caveat:

> The reader should consider carefully the way in which we have made our estimates and the meaning that they have in the reader's own circumstances. This report will provide guidelines, but it will not remove the requirements that the reader do hard thinking, about his own application.[26]

It also includes theorized formulas for estimating costs for both manual and mechanized methods. Time/cost estimates for the Stanford Undergraduate Library catalog are calculated for these methods: (1) shingle and photograph Library of Congress cards; (2) sequential camera; (3) unit record equipment; (4) computer system utilizing upper case, upper and lower case, and photo-composition. In Appendix E more detailed data on costs of book catalogs are to be found.

OBSERVATIONS AND RECOMMENDATIONS

What can be seen from the information available (including that in Appendix *E*), is convincing evidence that the transfer from card to book format is a lengthy and major financial investment and that prolonged consideration should be given to the practical inconveniences and interruptions during the period of change as well as to the anticipated enduring benefits inherent in the book format and program.

It is not the concept of the card catalog that compels the current movement toward the book catalog but rather the inadequacies long manifested in its structuring and maintenance. The near insurmountable hindrances to standardization, the spiraling growth of collections, and the timely appearance of technical equipment with its potential for depth analysis of content, intercalation of entries, and rapid output seem to magnify momentarily the virtues of the book catalog. Nevertheless, if the uniform provision of essential data in book format would lessen each library's absorption in individualistic local policies, then the adoption of the book catalog could be viewed as another thrust toward standardization and centralization.

The book catalog is seemingly a temporary solution, for even now as such catalogs begin to appear, diversifications among them are striking both as to content and to form. At best the book catalog emerges as a cyclical phase in the continuing and elusive search for the American bibliographical dream of standardization.

It is recommended, therefore, that processing centers and member libraries:

1. Re-appraise the percentage ratio of the book budget which requires and invites the continuation of some form of local cataloging.
2. Consider cataloging and classifying all materials whether purchased through the center or through the member library or whether received as gifts.
3. Formulate a descriptive cataloging policy in conformity with the rules endorsed by American librarianship.*
4. Adopt the latest edition or the latest refinements of the classification system being used whether that be the Dewey Decimal Classification or the Library of Congress Classification.**
5. Extend responsibility to developing the syndetic structure of the card and/or book catalog.
6. Create in each library a liaison with one staff member who would serve as the "cataloging consultant."
7. Sponsor workshops on cataloging and classification policies of the center, the use of the card/book catalogs, etc.
8. Appraise thoroughly not only the introduction of the book catalog but also its psychological deterrent to tinkering with catalog data which seems irresistible within the 3x5 complex.

FOOTNOTES

1. Letter from Mrs. Chilson Bishop, Librarian, Crawfordsville Public Library to Charles O'Halloran, State Librarian, Missouri State Library, August 30, 1965.

2. Letter from Harold R. Jenkins, Director, Lancaster Free Public Library, Lancaster, Pa., May 31, 1966.

3. Nioga Library System, New York, "An Agreement Between Nioga Library System and Niagara University, for Ordering, Cataloging and Processing Library Materials," June 14, 1965. (In Appendix *C*.)

4. Ohio State Library, "State Library Catalog and Processing Center," May 1, 1965.

5. *Ibid.* Letters from Ruth Hess, Acting State Librarian, Ohio State Library, August 30, 1965; October 11, 1965.

6. Finger Lakes Library System, New York, "Union Catalog Additions and Withdrawals," from R. Vigeant, Technical Services Librarian, August 9, 1963.

---

* Adherence to such rules would create a policy similar to that of the creative cataloging of the Library of Congress. It would thereby foster standardization within the centers and encourage acceptive or minimally adaptive use of Library of Congress printed cards.

** Inclusion of more Dewey Decimal Classification numbers on printed cards, which it is to be hoped will be based on pragmatic usage, prompts this recommendation. See "DC Progress," *Library Journal*, XCI (July 1966), 3292.

7. Texas State Library Centralized Processing Center, *Manual/2* (Austin: 1965), pp. 47-49.

8. New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix A, Table A-10," p. 18.

9. Responses extracted from questionnaires distributed to some members of Processing Centers for an anticipated report on "Evaluation of Centers from Viewpoint of Recipient or Cooperating Libraries," for *Library Trends*, July 1967.

10. *Ibid.*

11. Westby, Barbara, "Commercial Cataloging Services: a Directory," *Library Journal*, LXXXIX (April 1, 1964), 1508-1513. A revision is scheduled by 1967.

12. California State Library Processing Center, *Handbook*, Rev. Feb. 1964 (Sacramento, 1964), "Appendix: January 24, 1963 Workshop Report," p. 2.

13. New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix C, Section 3," p. 5.

14. Included in North Carolina State Library Processing Center, "Development and Procedures, January 1, 1960-June 30, 1961," ("Memorandum 9, October 26, 1960.") 14 pp.

15. Book Processing Center, Orlando, Florida, *The Scope of the Processing Center*, August, 1965, p. 1.

16. Eastern Shore Book Processing Center, *Manual of Instructions and Procedures*, Rev. Sept. 1, 1963 (Salisbury, Md.: 1963), p. 18.

17. Some data from response to Missouri questionnaire; letters from Catherine S. Chadwick, Director, Library Services, Ventura County and City Library, California, April 11, 1966; April 27, 1966. See also Chadwick, Catherine S., "The Book Catalog—New Hope for Cooperative Programs," *Library Resources and Technical Services*, X (Spring 1966), 160-163.

18. Letter from Mrs. Catherine S. Chadwick, Director, Library Services, Ventura County and City Library, California, April 11, 1966.

19. Documentation, Inc., *Technical Proposal for a Book Catalog Program for the Public Libraries of North Carolina* (Bethesda, Md.: 1965), pp. 8, 9, 17.

20. *Ibid.*, p. 10.

21. *Ibid.*, p. 13.

22. Brown, Margaret C., "A Book Catalog at Work," *Library Resources and Technical Services*, VIII (Fall 1964), 355.

23. *Ibid.*, pp. 349-358.

24. Kingery, Robert E. and Tauber, Maurice F., eds., *Book Catalogs* (New York: Scarecrow Press, 1964).

25. Stanford University Libraries, *The Economics of Book Catalog Production*, by R. M. Hayes and R. M. Shoffner; a Study Prepared for Stanford University Libraries and the Council on Library Resources (Sherman Oaks, Calif.: Hughes Dynamics, Inc., Advanced Information System Division, 1964).

26. *Ibid.*, p. 4.

CHAPTER XV

WITHIN THE CENTER: PROCESSING (PHYSICAL PREPARATION) OF MATERIALS

INTRODUCTION

Physical preparation of library materials is a service of most of the existing processing centers. Of the 23 respondents to the Missouri questionnaire, only one answered *no* to the question, "Do you do any book processing besides card reproduction?" The centers which indicated that they did more, however, differed among themselves as to the scope of their services. Their responses varied as follows:

Services performed	*Number of centers performing services*
Furnishing binders for pamphlets	6
Including	
book card only	1
pocket only	1
pocket and book card	20
Marking	
accession number	2
copy number	1
ownership	12
Marking books in any way	18
Marking spine in any way	22
Using plastic jackets (usually for trade books with dust jackets)	22

Some agreements delineate the services. For example, the California State Library agrees to:

> Physically process the books, providing ownership marks, call numbers, plastic jackets, and book cards and pockets in accordance with the procedures as agreed upon by the majority of the group of libraries heretofore referred to.[1]

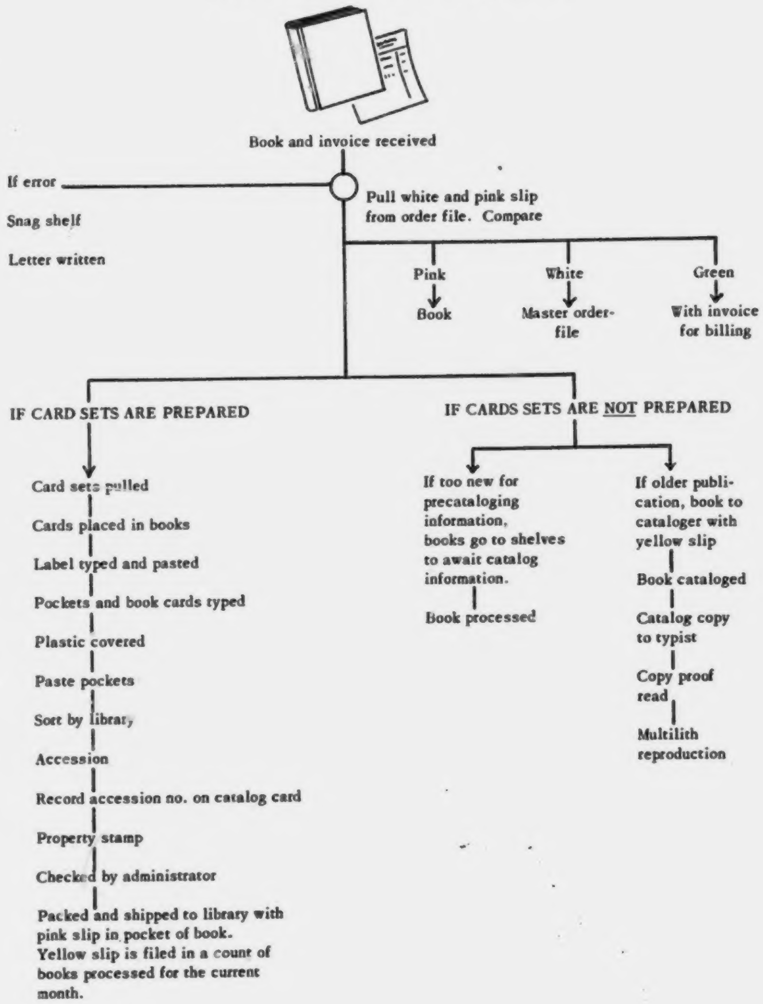
The North Carolina State Library Processing Center advises its members that:

> Processing includes:
> Required number of sets of catalog cards
> Shelf-list card(s)
> Two book cards per volume (one white, one colored)
> Lettering on a spine label
> Data card
> Book pocket
> Plastic jacket
>
> The shelf-list card will be a main entry form with space left for the library to insert any information it wishes. The pink slip of the multiple order form, with price of book and source noted on it, accompanies the book when it is delivered. Property stamping, assigning accession or copy number to each book, as well as address information to the shelf-list card, is the responsibility of the individual library.[2]

Processing procedures

Unless too many exceptions are made, the flow of books through the processing steps can proceed rapidly if the card sets are prepared at the time of the arrival of the books. If card sets are to be prepared after the arrival of the books, a delay is indicated. The following chart illustrates the steps in the processing procedures of the Northern Colorado Processing Center:

Flow Chart of Receiving Books


Book and invoice received
If error
Snag shelf
Letter written
Pull white and pink slip from order file. Compare
Pink
Book
White
Master order-file
Green
With invoice for billing
IF CARD SETS ARE PREPARED
Card sets pulled
Cards placed in books
Label typed and pasted
Pockets and book cards typed
Plastic covered
Paste pockets
Sort by library
Accession
Record accession no. on catalog card
Property stamp
Checked by administrator
Packed and shipped to library with pink slip in pocket of book. Yellow slip is filed in a count of books processed for the current month.
IF CARDS SETS ARE NOT PREPARED
If too new for precataloging information, books go to shelves to await catalog information.
Book processed
If older publication, book to cataloger with yellow slip
Book cataloged
Catalog copy to typist
Copy proof read
Multilith reproduction

Processing procedures in Nevada.—Among the comprehensive outlines of processing procedures is that of the Nevada State Library Cooperative Processing Center. Though it varies in part from the procedures of other centers, the Nevada outline is here included because of its detail:

Nevada State Library Cooperative Processing Center
Processing Procedures
Preliminary Draft*
June 1963

NEW BOOKS

- I. Adult Books.
  - A. Hard-bound books.
    - 1. Those with dust jackets.
      - a. Paste in pocket on the first page (Exceptions:—If the first page is title page, tip-in blank flyleaf.
        If first page has map or chart. . . .
        When it is the same in back and front of book, paste over. If different in back and front, tip-in blank flyleaf.
        If REFERENCE book, paste in Ref. sticker with call number written on it in black ink. Do not paste on title page or cover up a map. Discard dust jacket and follow "2" below, for reference books.)
      - b. Stamp all three edges with ownership stamp. Writing should be right side up when book is lying with front cover up.
      - c. Print call number on pressure label and fasten to jacket with top of number 2 inches from base of spine. When letters "R", "N", etc., appear above call number, these should be above the 2 inch line. Labels should not be cut down except when necessary for a single letter (H, E, J, YM).
      - d. Fiction, which has no call number, has the author's name underlined on the spine with either white or black ink—which ever shows up best.
        - i. If the author's name does not appear on the spine it must be written on in ink. Also title.
        - ii. The author's name is the same name which appears on the book pocket and card.
      - e. Author's name must also appear on spine of non-fiction.
      - f. When there are maps or other material in a pocket in rear of book.
        - i. Discard dust jacket, if it would interfere with getting material.
        - ii. Make a new pocket which opens to the inside and will not interfere with plastic cover.
        - iii. For especially valuable materials, cataloger may direct that pocket be put in front of book so it will be readily seen when circulated.
        - iv. Cataloger may direct that a label with note referring to the material be put in front of book.
        - v. Stamp ownership and write call number on each item in the pocket.
      - g. Put dust jacket in plastic cover and fasten to book.
      - h. Some new books which are poorly bound may need some mending.
      - i. Books with uncut pages will need to be opened. Use bone folder, not any sharp tool.
      - j. Some art books have loose plates which should be pasted or taped in.
    - 2. Those without dust jackets.
      - a. Paste pockets or "R" sticker, same as (a) above.
      - b. Stamp edges as in (b) above.
      - c. Letter proper sized label, put in proper sized plastic sleeve and iron on spine in same position as (c) above. Cut small label for single letters.
      - d. Fiction—same as (d) above.
      - e. If author and/or title do not appear on spine either label or stylus, depending on situation.
        - i. Do not stylus if it would require blacking out part of spine.
        - ii. Do not make label if iron is not already hot.
        - iii. Use discretion as to which will be faster and which will look best.
      - f. Follow (f) above.
      - g. Follow (h) (i) and (j) above.
  - B. Soft-bound books.
    - 1. In general the catalogers will decide what should be done with the various paper-backed books. Nevada Collection items will always be either sent to the bindery or put in pamphlet binders. Material on library science will generally be put in pamphlet binders. Reference collection material, if it is of a permanent nature will generally be put in pamphlet binders, unless it is eventually to be bound.
    - 2. Saddle Stitched (single gathering) Pamphlets.
      - a. When not put in a pam binder a label will be ironed on around the back. Hinges will be reinforced with plastic tape.
      - b. When put in a pamphlet binder, a square-backed pamphlet binder will be used and squared off so the call number will show on

---

* Cited from "Processing Procedures, Preliminary Draft, June 1963," Technical Processing Division, Cooperative Processing Center, Nevada State Library.

3

spine. Hinges will be reinforced with plastic tape.

3. Square-backed pamphlets (several gatherings, either side stapled or sewn).
    - a. When not put in pam binder, a label will be ironed on the spine. Hinges will be reinforced with plastic tape.
    - b. When put in a pam binder, labels will be ironed on for call number, author and title. Hinges will be reinforced only if it seems necessary.

II. Juvenile Books.

- **A. Dust Jackets.**
    - 1. No dust jackets or plastic covers are used for EASY books. (But they are saved and sent with the books to CPC member libraries.)
    - 2. Do not use dust jackets or plastic covers if book is prebound or in publishers reinforced binding if it has a picture cover.
    - 3. Paste pockets and stamp the same as adult books.
    - 4. Author's name is underlined on "J's" but not on "E's" (see I. A. (d) above).
    - 5. Exceptions.
        - a. If dust jacket has more space than spine it should be used with a plastic jacket for all "J's" rather than blacking out or making other changes on the spine.
        - b. If the spine has more space than the dust jacket or jacket would require changes, do not use dust jacket in cases where it would normally be used.
- **B.** Iron on labels, or apply plastic jackets as with adult books.

III. General Notes.

- **A. Pasting of pockets.**
    - 1. Never put on sidewise in a small or oddly shaped book, it should be cut in the middle.
    - 2. Pockets are pasted on the lower center of the first page which is not the title page.
    - 3. The author's autograph should not be covered, tip-in a blank leaf if necessary. Names of earlier owners, bookplates, and other writing may be covered. When time permits these markings may be removed. (Unless there are special instructions from the cataloger.)
    - 4. Care must be taken not to use too much paste, it should be applied only to the center of the pocket so it does not seep out and stick to the cover.
- **B. Lettering.**
    - 1. All lettering will be ¼ inch high.
    - 2. The top edge of adult call numbers and the top edge of juvenile call numbers including the "J" are to be 2 inches from the bottom of the spine of each book.
    - 3. "N", "R", or "Q" are to be on the next line above the 2 inch line.
    - 4. Books in the rare book collection will have "RC" as the first line of the call number. The call number is to be attached to the spine by a label only. The top edge of the label is to be 3 inches from the bottom of the spine. A reference label containing call number appears on front of the first leaf of each book.
    - 5. No ownership is put on edges of RC books.
    - 6. When volume numbers and/or dates are to be put on books, they are put in the center of the spine. Exception: If the volume number or date appears as part of the call number on the cards, it is lettered on the spine as part of the call number. (In time, this exception may become the rule.)[4]

Cost of processing within centers

Figures on cost of processing or preparing materials for member libraries are rarely available; however the recent survey on *Centralized Processing for the Public Libraries of New York State* includes estimates from 14 systems for which the range is from $.229 to $.737. For each of the 14 systems the costs per item processed, obtained by dividing the total preparation costs by items processed, were:

System	*To prepare item*
1	$.387
2	.597
3	.259
4	.229
5	.238
6	.241
7	.266
8	.267
9	.444
10	.426
11	.535
12	.275
13	.737
14	.578[5]

The responses to the question on the Missouri questionnaire concerning estimating both the time and cost per volume for the physical processing of books were uninformative. Only one library offered an estimate—of $.48 per volume.

Variations in processing permitted

Some centers permit slight variations to satisfy their members as the following "List of Services Provided For Our Membership" from the Southwest Missouri Library Service, Inc., illustrates:

1. Property stamps to be used by Center to stamp pockets: it should read ____________________

   Color ____________ (green, black, red, brown)
   (If a special "cut" is desired, it must be furnished by member library.)

2. Center furnishes:

   ________ a. one book pocket per copy ordered
   ________ b. one white book card
   ________ c. one green book card
   ________ d. one blue book card
   (Please check your needs from above list.)

3. Pockets will be pasted in front.

   ________ Do not paste pocket.

4. An identification number will be stamped on title page, on book cards, shelf list, and pocket.

   _______ Do not stamp.

5. Center furnished catalog cards.

   _______ shelf list cards

   _______ catalog card sets

   _______ other variations

   _______ extra author cards

   _______ order slip may specify[6]

In another center in which the members could not agree upon the color of the book cards, three cards, green, salmon, and white, are included with each copy of each title.

Processing within member libraries

The variations in services performed by centers imply that some member libraries complete one or more phases of the processing routines. Information confirms also that some members add to or delete the processing done in the center. Among the comments are these:

Add accession number
Add author's first name on book card and book pocket
Add net price to card
Do not use date due slip
Like to use F plus 3 letters of author on fiction
Make a second book card
Place call number in book
Sometimes make juvenile book adult and the other way around
Write author's last name on fiction

Either the inadequacy of a center in meeting a member library's needs or the reluctance of a member to abandon some of its processing can be seen in the procedures followed by one member when a book arrives:

Lacquer book
Stamp accession number on pocket and under call no. on verso of title page
Trim blurb on book not in plastic jacket and tip in book
Type accession number on book card
Type on shelf list: accession number
age symbol
center initials as source
cost
date of invoice[7]

OBSERVATIONS AND RECOMMENDATIONS

Further details on variations in processing would be repetitive; however, the following lament from a centralized processing program, to be unidentified, depicts the chaos which can be created if uniformity of details is not adhered to:

> We agreed to accept all processing idiosyncracies of each individual library. As a result the automation of routines in the preparation of the book itself was virtually impossible. Instead, 18 or more different routines had to be developed.

A devastating clue to the index of member librarians' concern over the quality of service from the center is revealed further in this statement:

> Center personnel soon found that variations in classification and cataloging might pass unnoticed, but if the book pockets were half an inch out of specified position, a letter would be received immediately.

Since such myopic action can only petrify the future while preserving the past even on this level, the question of *why* rather than recommendations would seem more appropriate. Nevertheless the following recommendations are offered to member libraries:

1. Review the purpose, use, and value of each processing routine
2. Eliminate those details which contribute only to the retention of conformity with the past.
3. Review circulation procedures and note what processing routines could be changed or eliminated.
4. Make a critical appraisal of processing services provided by the center in which you are considering membership. Should you become a member, accept the center's procedures without change.
5. If a new center is being formed, participate in determining procedures acceptable to all members.

Concomitant recommendations to centers:

1. Review critically all processing decisions and procedures.
2. Seek consensus among members.
3. Having secured a consensus, adhere to the decisions.
4. Communicate with members about individualized variations and their need.
5. Schedule procedural re-evaluations with membership at appropriate times.

FOOTNOTES

1. California State Library, "Agreement" with City of Chico, August 9, 1965.
2. North Carolina State Library Processing Center, "Development and Procedures, January 1, 1960-June 30, 1961" (Raleigh, N. C.: 1961), variously paged.
3. "Northern Colorado Processing Center," [A Report prepared by Luella Kinnison] (1962), p. 19. (Mimeographed.)

4. Data from Donald W. Johnson, Director, Technical Processing Division/Cooperative Processing Center, Nevada State Library.

5. New York State Library, *Centralized Processing for the Public Libraries of New York State*, "Appendix A, Table A-10," p. 18.

6. Data from Mrs. Anna Belle Christy, Administrator, Southwest Missouri Library Service, Inc., Bolivar, Missouri.

7. Responses extracted from questionnaires distributed to some members of Processing Centers for an anticipated report on "Evaluation of Centers from Viewpoint of Recipient or Cooperating Libraries," for *Library Trends*, July 1967.

CHAPTER XVI

FROM THE CENTER: DELIVERY AND BILLING

DELIVERY[1]

Delivery of materials from the center to the member library, with the acknowledgment of receipt and payment, completes the services in a full processing program. Both method and frequency of delivery require pre-planning and continuing appraisal.

Methods of delivery

Among the factors to be considered in selecting the method of delivery are: (1) distance from center of member libraries; (2) environmental factors which might impede promptness of delivery, such as climate, conditions of roads, and terrain; (3) comparative costs of methods available in a particular locality; (4) satisfaction of member libraries with condition of materials upon receipt.

The possible methods of delivery are: (1) by commercial trucking and/or freight services; (2) by mail; (3) by parcel post; (4) by railway express or freight; (5) by vehicles operated by the center; (6) by vehicles operated by member libraries. In a systems structure a vehicle is a likely method because of the communications maintained with member libraries in other phases of library activity. While some centers use one or more methods, a method frequently cited was by parcel post, for example:

From Colorado: Northern Colorado Processing Center
All shipping is done by parcel post since the postal rate for educational material is relatively inexpensive.

From Maryland: Eastern Shore Book Processing Center
Books are sent by parcel post at library rate or express. . . . When a shipment is made the library is sent a shipping statement by first class mail.

Frequency of delivery

Frequency of delivery varies according to volume, the general range being from daily to monthly, as the following schedules illustrate:

From California: State Library Processing Center
Books are shipped twice a week to member libraries—Wednesdays and Fridays. . . .

From Colorado: Northern Colorado Processing Center
Delivery is made at the end of each week or more often if books accumulate at the Center.

From Indiana: Crawfordsville Purchasing and Processing Center
Shipment by Library Rate . . . made at least twice a month, more often if number of books warrant.

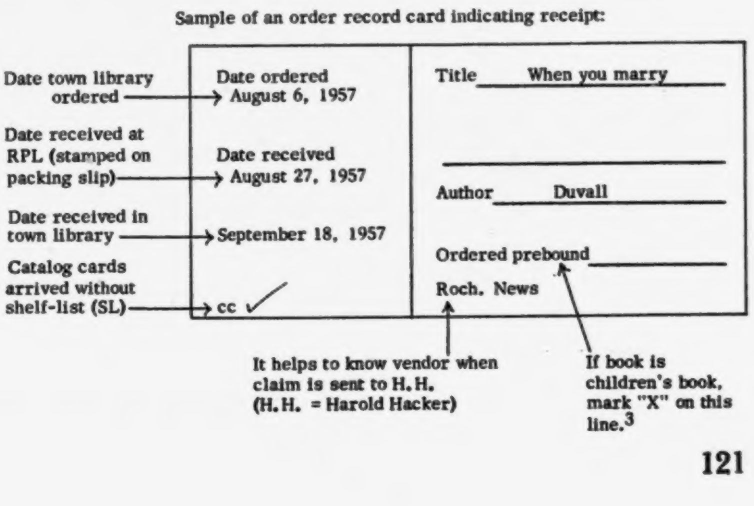
From North Carolina: State Library Processing Center
Processed books are shipped to the headquarters library (no books will be shipped directly to branches) at least once a week, or as often as daily if the volume warrants, by mail or express.

Receipt procedures within member libraries

Each member library has a responsibility to maintain an order record as an authoritative guide to outstanding orders and orders received. The following directions, prepared by the Pioneer Library System, New York, for its member libraries enumerates some recommended procedures for order records indicating receipt:

1. Make out order record cards for:
   a. all books ordered on lists.
   b. all books ordered on cards.
2. Stamp date ordered on all order record cards.
3. File in "Outstanding Orders" file, preferably by title since all Doubleday invoices list only title.
4. Recommend—use different color for each three months period, (e.g., January 1-March 31.) Long outstanding orders will be conspicuous in your file, if you do.
5. When dated packing slip is received, check for orders cancelled or out of stock and note same on your order record card. Stamp on your order record cards the date RPL received the books. Then you will know those books are in Centralized Processing Departments.
6. When billing invoice is received from the vendor via U. S. mail, check it carefully against dated packing slip for any error. If error is found, adjust billing invoice. Pass along correct billing invoice to your treasurer for prompt payment. Retain dated packing slip for one year, just in case.
7. When book arrives, be sure that book belongs to you. Stamp date received on order record card. If catalog cards and shelf list card have been received, order record card can be destroyed.
8. With the following exceptions, catalog cards and shelf-list cards are now sent in the pocket of the book.
   a. Catalog cards and shelf-list cards for reference books are sent separately. (no pocket to put them in)
   b. Cross reference cards are sent separately a day or two after the book has been sent.
9. If either catalog cards or shelf list card are not received, check item received on order record card and file card behind order record file, headed by guide card marked "Waiting for Cards".[2]

Sample of an order record card indicating receipt


Sample of an order record card indicating receipt:

Date ordered
August 6, 1957

Date received
August 27, 1957

September 18, 1957

cc ✓

Title When you marry

Author Duvall

Ordered prebound

Roch. News

Date town library ordered
Date received at RPL (stamped on packing slip)
Date received in town library
Catalog cards arrived without shelf-list (SL)
It helps to know vendor when claim is sent to H.H. (H.H. = Harold Hacker)
If book is children's book, mark "X" on this line.[3]

Reporting the count of and discrepancies in receipts by member libraries

Member libraries are requested routinely to inform the center promptly on the status of materials received. The California State Library Processing Center advises its members that:

> Yellow copies of orders are included with each shipment, plus two receipts, one of which the member library keeps, the other returns with the notation 'Count correct' or 'OK' (if such is the case). If anything is wrong, the library should report promptly to the Center with a 'Check sheet' which the Processing Center supplies, or any discrepancy in the count of books shipped may be reported on the receipt that is returned to the Center.

The following comprehensive check list was prepared by the Library Services of Missouri for the use of its members in reporting discrepancies.

TO: Library Services Center of Missouri*
Dunklin and Broadway
Jefferson City, Missouri

____________ Date of Shipment

		AUTHOR	TITLE
ORDERING	____WRONG TITLE SUPPLIED ____WRONG EDITION SUPPLIED ____WRONG BINDING SUPPLIED ____OTHER (Please specify)		
CATALOGING	____ERROR ON CATALOGING CARD (Please specify) ____INSUFFICIENT CARDS ____"Q" OMITTED FROM CLASS. NO. ____ERROR IN CLASSIFICATION ____OTHER (Please specify) ____ORDERED FOR ADULT COLLECTION but, CATALOGED FOR JUVENILE		
PROCESSING	____ERROR IN MARKING SPINE ____POCKET COVERS VALUABLE MATERIAL ____OTHER (Please specify) ____INCORRECT CALL NO. FOR ADDED COPY		
SHIPPED	____DISCREPANCY IN COUNT ORDERED ______ COPIES RECEIVED ______ ORDERED ______ VOLUMES RECEIVED ______ ORDERED ______ ____RECEIVED BOOKS BELONGING TO ANOTHER LIBRARY ____OTHER (Please specify)		
OTHER DIFFICULTIES	Please specify		

DATE OF THIS REPORT________________ LIBRARY MAKING REPORT[4]________________

---

* Administered by the Missouri State Library as of February 1966.

Costs of delivery

Data on costs of delivery are not yet readily available. The Missouri questionnaire did not include this service in its question on estimating the average cost and time spent per volume for each phase of processing. The omission may reflect an awareness that external environmental factors influence costs far more than any other phase of processing and would therefore be less meaningful without accompanying data on distances involved, weight of books delivered, and methods and frequency of delivery.

Some data in *Centralized Processing for the Public Libraries of New York State* indicate that for 14 systems the range of costs to deliver an item is from $.054 to $.376. The cost figures were obtained by dividing total delivery costs by items processed.

System	*To deliver item*
1	$.109
2	.072
3	.058
4	.238
5	.085
6	.162
7	.091
8	.059
9	.146
10	.239
11	.376
12	.144
13	.109
14	.054[5]

Observations and recommendations

Delivery problems, such as costs, methods, and frequency, are greatly influenced by external considerations to which the center must respond. Decisions cannot be made *in vacuo* but in awareness of the impact of such factors. It is recommended, therefore, that

1. Environmental factors affecting delivery of materials be explored fully both by the center and by each member library.
2. Comparative cost and time studies of methods of delivery be made within the radius of the center's membership.
3. Delivery method or methods more satisfactory in speed and in care of books and materials take precedence over cost.

BILLING[6]

Billing from centers which include ordering is of two kinds: (1) for books ordered through the center and (2) for processing services. In those centers which process only or distribute catalog cards only, there is only one billing. In the member library which completes its ordering but directs that books be delivered to the center, the member assumes responsibility for payment. The center through the duplicate invoice may keep the member library informed of the status of its orders but makes no follow-up on orders not filled.

For books ordered through the center

A statement of ordering costs may accompany each shipment of books to a member library and/or a monthly statement may be presented. The bills may be based on volumes processed rather than on volumes received but not yet processed. Billing may be made directly to the member library by the vendor or publisher or it may be made from the center. Payment may be made through the center or individually to each vendor or publisher by the member library. For example:

In California: State Library Processing Center

Invoices

1. Invoices are airmailed by Baker & Taylor to the Processing Center before the shipments of books.
2. Books are checked against invoices and order slips at the Processing Center. If any discrepancies occur, such as overages, shortages, damaged books, wrong editions or wrong titles, etc., the Processing Center prepares a form letter to the dealer asking for correction. A copy of the form letter . . . is sent to the member library, accompanying their copies of the invoice.
3. *Third* copy of invoice is stamped and initialed by the Processing Center stock clerk who checks in the books:

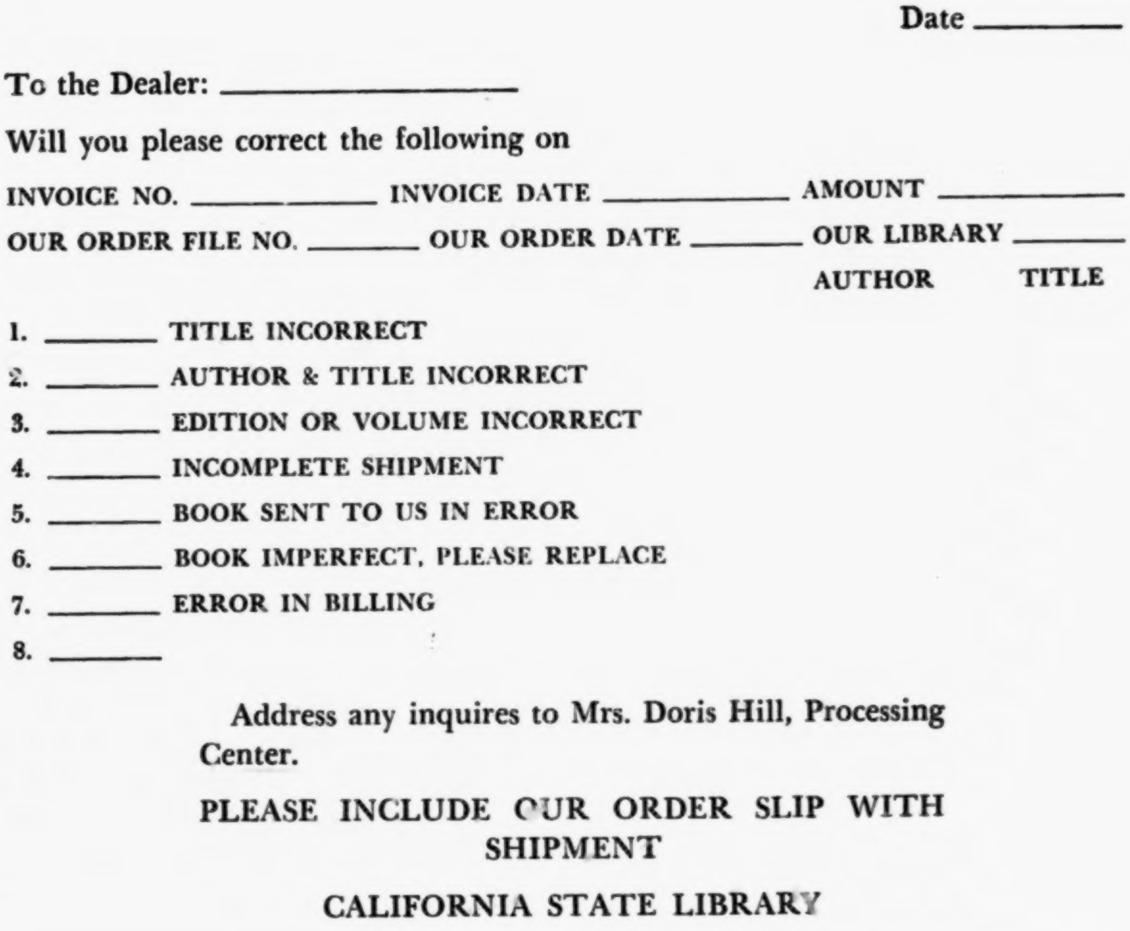
   Received
   (Date)
   Processing Center

4. Dealer's invoices are mailed weekly to the member libraries (generally Thursday).

……

6. Reports on 'Books not furnished,' which are often received with the invoices, are forwarded to member libraries after they have been posted to the Processing Center outstanding order file.
7. Member libraries pay invoices direct to dealer. Any question regarding price is handled between member libraries and dealers.

Sample of form letter sent to inform dealers of discrepancies and to member libraries to inform them of status of their book orders:



Date ________

To the Dealer: ____________

Will you please correct the following on

INVOICE NO. ________ INVOICE DATE ________ AMOUNT ________

OUR ORDER FILE NO. ______ OUR ORDER DATE ______ OUR LIBRARY ______

AUTHOR TITLE

1. ______ TITLE INCORRECT
2. ______ AUTHOR & TITLE INCORRECT
3. ______ EDITION OR VOLUME INCORRECT
4. ______ INCOMPLETE SHIPMENT
5. ______ BOOK SENT TO US IN ERROR
6. ______ BOOK IMPERFECT, PLEASE REPLACE
7. ______ ERROR IN BILLING
8. ______

Address any inquires to Mrs. Doris Hill, Processing Center.

PLEASE INCLUDE OUR ORDER SLIP WITH SHIPMENT

CALIFORNIA STATE LIBRARY

In Colorado: Northern Colorado Processing System

The cost of books received for each library is billed at the end of each month whether or not the books have been processed. The green multiple order slip is sent for each book billed. The statement lists each publisher or jobber with the date of each invoice and the total cost of the books for the particular library.

In Indiana: Crawfordsville Purchasing and Processing Center

Invoice made on Claim blanks, showing number of copies, price with discount, total cost of books, total cost of processing and total invoice.

……

Payment made from Claims each month after receipt, or as other arrangements are made. One check may cover all invoices held.

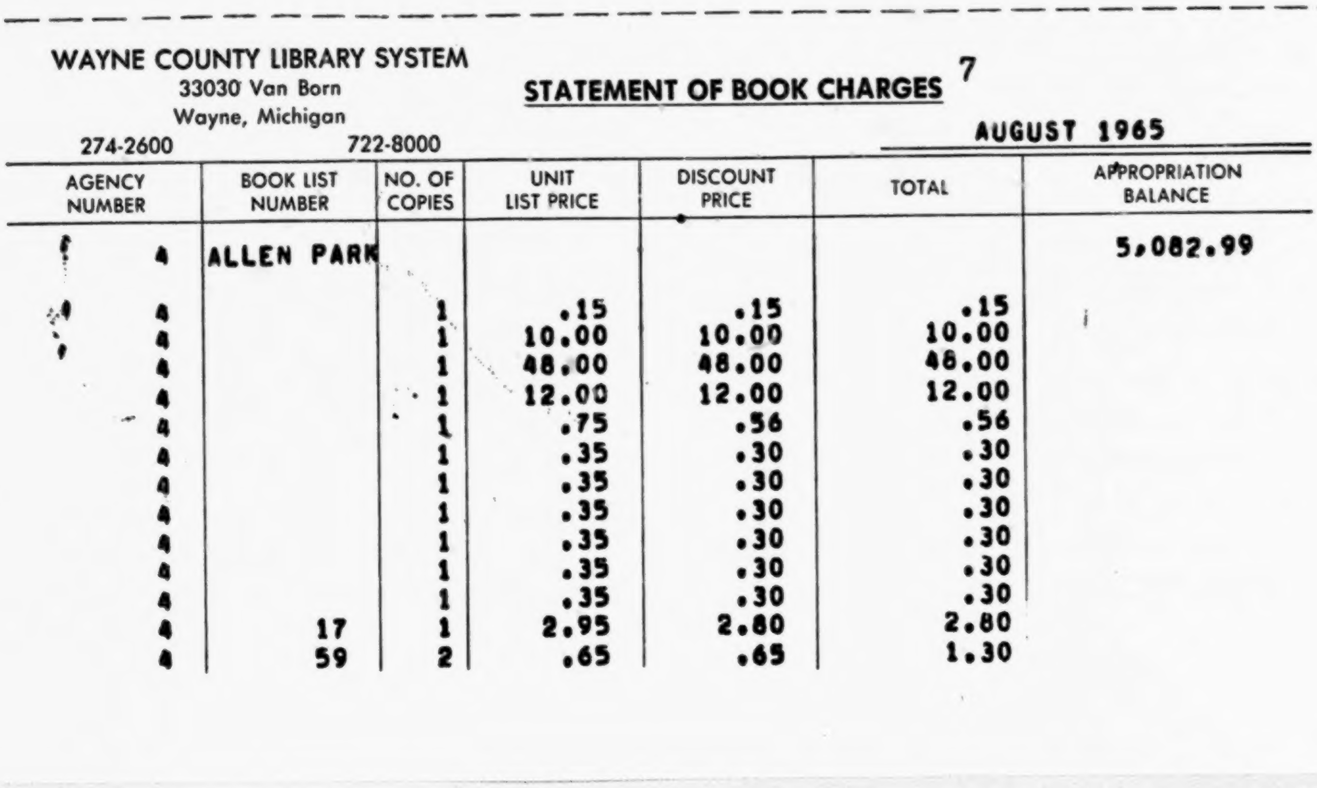
In Maryland: Eastern Shore Book Processing Center

On the 20th of each month libraries are mailed two copies of their monthly statements showing the amount due for books purchased and the amount of the processing charge. *Payment is due by the 10th of the following month.*

In Michigan: Wayne County Library System

Payments for books and processing services may be paid annually or semi-annually, as desired.

The System furnishes each member library with a statement which keeps each informed of its book expenditures: the number of copies of a title ordered, the unit list price, the discount price, and the appropriation balance. The following sample illustrates the data forwarded:



WAYNE COUNTY LIBRARY SYSTEM
33030 Van Born
Wayne, Michigan
274-2600 722-8000

STATEMENT OF BOOK CHARGES 7

AUGUST 1965

AGENCY NUMBER	BOOK LIST NUMBER	NO. OF COPIES	UNIT LIST PRICE	DISCOUNT PRICE	TOTAL	APPROPRIATION BALANCE
4	ALLEN PARK					5,082.99
4		1	.15	.15	.15	
4		1	10.00	10.00	10.00	
4		1	48.00	48.00	48.00	
4		1	12.00	12.00	12.00	
4		1	.75	.56	.56	
4		1	.35	.30	.30	
4		1	.35	.30	.30	
4		1	.35	.30	.30	
4		1	.35	.30	.30	
4		1	.35	.30	.30	
4		1	.35	.30	.30	
4	17	1	2.95	2.80	2.80	
4	59	2	.65	.65	1.30	

In New York: Pioneer Library System

> Because P. L. S. is a federation of locally financed libraries, RPL [Rochester Public Library] must require all vendors to invoice and bill all members individually even though they ship all books to RPL. RPL's Acquisition Department stamps duplicate copy of invoice with date of receipt at RPL and forwards stamped invoice to ordering library. This certifies that books have been received and should be paid for. If any books so certified are not received by the member library, a claim (Form 71) should be filed and book will be reordered at MCLS's expense if necessary.[8]

In New York: Southern Adirondack Library System

> Jobbers are instructed to bill libraries individually. Books and invoices are sent to the System Headquarters for checking and processing and then sent on to member libraries on the System truck delivery. Books will be sent as they are processed; invoices will be forwarded when all books on that invoice have been processed. If member library receives an invoice directly from the jobber for books ordered through SALS this invoice should be sent to Systems Headquarters. Member libraries are responsible for paying jobbers directly and promptly (no later than 4 weeks from receipt of invoice).[9]

For processing services from the center

With each shipment of books a member library is informed of its service charges except in those systems which offer the services free because of federal and/or state subsidy. Billing is unnecessary also in centers such as the Southwest Missouri Library Service, Inc., where the cost is a proportion of each library's total income determined annually.

For those centers furnishing sets of catalog cards only, it is necessary to know the total number of sets of cards ordered, for example, the Georgia State Catalog Service informs libraries that:

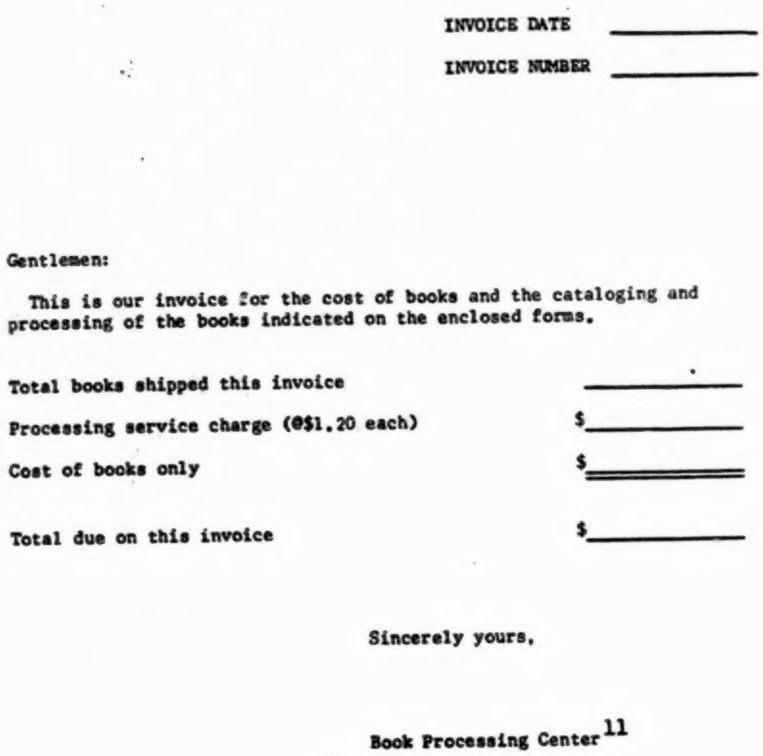
> Catalog cards will be furnished for library books purchased through the State Department of Education if they are requested on *current* book purchase orders. Cost of the service is 5¢ net per title. A check to cover this cost must be sent with the order. The check must be made payable to the State Department of Education.
>
> Additional cards for a title will be available at the rate of one cent a card.[10]

For full processing service charges only two statistics are needed: the number of volumes processed and the cost per volume for processing.

Billing to member libraries

Formal billing is usually made monthly. Included are the charges not only for books ordered but also for processing as some of the data earlier presented imply. The following samples indicate the simplicity of the billing record.

Book Processing Center, Oak Park, Illinois



INVOICE DATE ______________

INVOICE NUMBER ______________

Gentlemen:

This is our invoice for the cost of books and the cataloging and processing of the books indicated on the enclosed forms.

Total books shipped this invoice ______________

Processing service charge (@$1.20 each) $______________

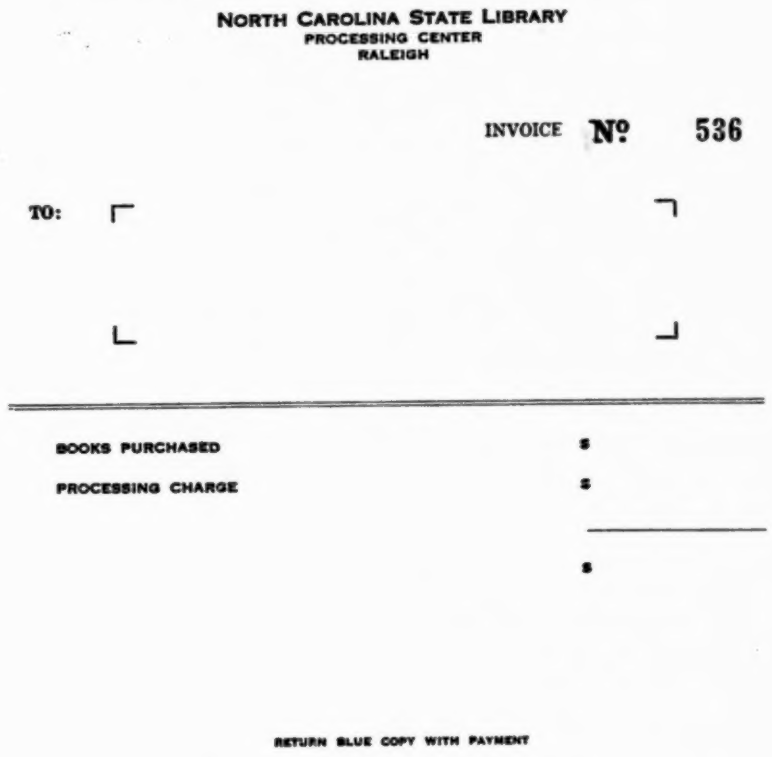
Cost of books only $______________

Total due on this invoice $______________

Sincerely yours,

Book Processing Center[11]

North Carolina State Library Processing Center



NORTH CAROLINA STATE LIBRARY
PROCESSING CENTER
RALEIGH

INVOICE № 536

TO:

BOOKS PURCHASED $

PROCESSING CHARGE $

$

RETURN BLUE COPY WITH PAYMENT

Statements prepared in triplicate

Routines for billing

While routines differ especially in the methods for payment, the following outline from the North Carolina State Library Processing Center illustrates the gathering of the data necessary for preparing a statement and the procedures to be followed in and after payment.

A. Statements mailed on the 20th of each month. Statements include total number of books, total processing fee, total cost of books and grand total.
B. Monthly chart totaled (number of books and prices).
C. Green and yellow slips separated, checking identification number of library in the process.
D. Number of books counted either from yellow or green slips. Total must agree with monthly chart. Multiplied by 75 cents to obtain processing fee. (Note: Processing fee $1.00 as of 1965.)
E. Tape run from green slips. Total on tape must agree with monthly chart. This total is the amount for which the library is charged for books.
F. Processing fee plus cost of books totaled for monthly statement total.
G. Statements made out in triplicate; 2 sent to libraries; 1 held by Center.
H. Checks sent to the State Library Budget Officer.
I. Record of payments and library paying is sent to the Center by Budget Officer. Center's copy is marked "paid," dated, and filed in paid file.
J. A journal and an accounts receivable ledger kept by Center.
K. Yellow slips sent to library to serve as a check list with the monthly statement and the pink slips.

North Carolina member libraries have been advised further that:

1. Payment must correspond *exactly* with the total amount which appears on the monthly statement.
2. The figures on your statement must not be changed in any way.
3. Payments must be accompanied by the blue copy of your invoice and made as promptly as possible. The State Library Budget Officer cannot pay bills until you have done so.
   a. No payment which exceeds the amount on the statement can be accepted for further credit.
   b. No partial payment of a monthly bill can be accepted.[12]

Should it be necessary to urge promptness in payment, a statement similar to the following made by the Pioneer Library System, New York, should be adequate:

> *Member libraries are reminded that they are required to pay bills promptly according to the terms of their contracts.* PLS recommends that payments be made *monthly,* either upon receipt of statement from vendor or by listing invoice amounts, numbers and dates on the library's voucher.[13]

Pre-payments to center

Accounting responsibilities retained by some member libraries have caused delays, confusion, and mistakes not only among the member libraries but also among vendors and publishers as well. A ready alternative is that the center make all payments. In 1965 the Nevada State Library Cooperative Processing Center, aware of the problem, recommended:

> The establishment of a revolving fund from which CPC will pay dealers' invoices, and then CPC will bill member libraries once a month.[14]

In the Grand Traverse Area Library Federation, Michigan, the deposit of funds rather than the creation of a revolving fund has lessened the confusion relating to payments. In the Federation

> Each library deposits its book fund quarterly and purchases and the processing fees are charged against the library book fund balances. Monthly statements are mailed to each library in order to keep them informed as to their book purchase money on hand.[15]

OBSERVATIONS AND RECOMMENDATIONS

The administrative structure of a processing center and its relationship to other agencies predetermine the policies affecting billing. Whatever the policies and procedures a rigid adherence to them will lessen confusion and expedite payment of encumbrances. For a full processing program it is recommended, therefore, that:

1. A pre-deposit of book funds be made quarterly, semi-annually, or annually, by member libraries so that all payments may be made from the Center.
2. Procedures for keeping member libraries informed monthly of their expenditures, encumbrances, and balances be developed.
3. A pre-deposit of processing funds be made quarterly, semi-annually, or annually so that all fees could be deducted from it.
4. Procedures for keeping member libraries informed monthly of volumes processed, processing fees, and balances be developed.

FOOTNOTES

1. See Chapter XIII, footnote 1.
2. Pioneer Library System, New York, "Memorandum #1-C," December 1961, "Appendix B," p. 1. (Member libraries wait for catalog cards for two weeks before sending in a claim form.)
3. *Ibid.*, p. 2.
4. Check list from Mrs. Margaret L. D. Shreve, former Administrator, Library Services Center of Missouri, Jefferson City, Missouri.
5. New York State Library, *Centralized Processing for the Public Libraries of New York State,* "Appendix A, Table A-10," p. 18.
6. See Chapter XIII, footnote 1.
7. "Statement of Book Charges," representing data processing, secured from Walter H. Kaiser, County Librarian, Wayne County, Michigan, Library System.
8. Pioneer Library System, New York, "Memorandum #1-C," December 1961, p. 3.
9. Southern Adirondack Library System, New York, "Book Order Procedure," (1965?).
10. Georgia State Department of Education, *Public Library Order Directions, 1965-1966* (Atlanta, Ga.: 1965), p. 1, 3.
11. Sample from Lester Stoffel, Librarian, Oak Park Library, Oak Park, Illinois.
12. North Carolina State Library Processing Center, "'Memorandum 24, August 11, 1964,'" p. 1.
13. Pioneer Library System, New York, "Memorandum #1-C," December 1961, p. 4.

14. Letter from Donald W. Johnson, Director, Technical Processing Division/Cooperative Processing Center, Nevada State Library, August 10, 1965.

15. Letter from Mrs. Terese Flaherty, Director, Grand Traverse Area Library Federation, Michigan, September 7, 1965.

SUMMARY COMMENT

Prolonged study of the data on existing processing centers and programs influenced directly the conclusions of the Feasibility Study, the recommendations made to the Philadelphia District Library, and the supplementary recommendations for a State program. Both the conclusions and the recommendations emanate from the findings as they have been weighed against the present and developing needs of the Philadelphia District and for a State program.

The recommendations have been made for the State of Pennsylvania. In another environment they may be ill suited. It is not the intent of this Study that they or any other recommendations be superimposed without an appraisal similar to that made of the Philadelphia District.

Within Part II are to be found general recommendations, some with alternatives. Among them are recommendations relating to scope of service, kind of membership, and policies and procedures, each of which predetermines the character of a centralized processing program. It is to be hoped that implementation of some of these recommendations will contribute to accelerating American librarianship toward its long-sought goal of standardization and centralization.

APPENDIXES

A. Southeastern Pennsylvania Processing Center Feasibility Study.

B. Centralized Processing Programs and/or Centers in the United States.

C. Centralized Processing Programs and/or Centers in the United States: Agreements/Contracts.

D. Black Gold Cooperative Library System Processing Center.

E. Book Catalogs: Cost Data

APPENDIX A

SOURCES OF DATA FOR FEASIBILITY STUDY FROM THE PHILADELPHIA DISTRICT LIBRARIES IN BUCKS, DELAWARE, AND MONTGOMERY COUNTIES.

Inquiry I: Initial Inquiry Addressed to District Libraries, November 10, 1965.

Inquiry II: 25 Titles Purchased by Your Library During 1965.

Inquiry III: Titles Acquired by Your Library Through Purchase or Gift During 1965 and 1966. Includes number of libraries holding each title.

Frequency of Citation by 36 Philadelphia District Libraries of the 95 Fiction Titles on Inquiry III.

Frequency of Citation by 36 Philadelphia District Libraries of the 161 Nonfiction Titles on Inquiry III.

Frequency of Changes in Classification Numbers for Nonfiction Titles on Inquiry III by 20 Philadelphia District Libraries.

Sources of Data for Feasibility Study from the Philadelphia District Libraries in Bucks, Delaware, and Montgomery Counties

	Annual Report*	*Inquiry I*	*Inquiry II*	*Inquiry III*
BUCKS				
Bristol				
Bristol Free Library				
Fallsington				
Fallsington Free Library	x	x	x	
Feasterville				
Lower Southampton Twp. Library	x	x		x
Langhorne				
Langhorne-Middletown Twp. Library	x	x	x	
Levittown				
Bucks County Free Library Lower County Center				x
Morrisville				
Morrisville Free Library	x			
Newton				
Newton Library Company	x			
Southampton				
Southampton Free Library	x	x		x
Warminster				
Warminster Free Library				
Wrightstown				
The Village Library of Wrightstown	x			x
Yardley				
Yardley Public Library	x			x
DELAWARE				
Aldan				
Aldan Community Library	x	x	x	x
Broomall				
Marple Public Library	x	x	x	x
Chester				
J. Lewis Crozier Library	x	x	x	
Collingdale				
Collingdale Public Library		x		x
Darby				
Darby Free Library				x
Darby, Upper				
Upper Darby Sellers Memorial Library	x	x	x	x
Essington				
Tinicum Memorial Public Library	x			
Folcroft				
Folcroft Free Library	x	x		
Folsom				
Ridley Twp. Library				
Glenolden				
Darby Twp. Free Library				

Delaware County (continued)	*Annual* Report*	*Inquiry I*	*Inquiry II*	*Inquiry III*
Glenolden				
Glenolden Free Library	x			
Haverford				
Haverford Twp. Free Library	x			
Lansdowne				
Lansdowne Public Library	x	x		x
Lansdowne				
East Lansdowne Public Library				
Lima				
Middletown Free Library	x	x	x	x
Marcus Hook				
Marcus Hook Public Library		x	x	x
Media				
Media Free Library	x	x	x	x
Norwood				
Norwood Public Library	x			x
Prospect Park				
Prospect Park Free Library	x	x		
Ridley Park				
Ridley Park Free Library	x	x	x	x
Sharon Hill				
Sharon Free Library				x
Springfield				
Springfield Twp. Library	x	x	x	x
Swarthmore				
Swarthmore Public Library	x	x	x	x
Wallingford				
Nether Providence (Helen Kate Furness P.L.)	x	x	x	x
Wayne				
Memorial Library of Radnor Twp.	x	x	x	x
Yeadon				
Yeadon Public Library	x	x		x
MONTGOMERY				
Ardmore				
Lower Merion Twp.	x	x	x	
Ardmore				x
Bala-Cynwyd				x
Belmont Hills				x
Gladwynne				x
Ludington				x
Penn Wynne				x
Cheltenham				
East Cheltenham Free Library	x	x[a]	x	x
Elkins Park (Cheltenham Twp.)				
Elkins Park Free Library	x	x		x
Flourtown				
Free Library of Springfield Twp.	x	x	x (no titles)	

Montgomery County (Continued)	*Annual Report*	*Inquiry I*	*Inquiry II*	*Inquiry III*
Glenside (Cheltenham Twp.)				
Community Free Library	x	x	x	x
Huntingdon Valley				
Lower Moreland (Huntingdon Valley L.)	x			x
Jenkintown				
Abington Library Society	x	x	x[b]	x
Narberth				
Narberth Community Library	x			x
Philadelphia				
Wyndmoor Free Library	x			
Roslyn				
Roslyn Library, Abington Twp.	x	x	x	x
Willow Grove				
Upper Moreland Free Public Library	x			x
UNIDENTIFIED			x[b]	x[c]
Totals	38	28	22	37

---

* Dates vary: calendar year 1964, 1965; fiscal year 1964/65.

a. Received too late for inclusion in Inquiry I.

b. Received too late for inclusion in Inquiry II.

c. Received too late for inclusion in Inquiry III.

Inquiry I

Southeastern Pennsylvania Processing Center Feasibility Study

Mailing address: The Free Library of Philadelphia, Logan Square, Philadelphia, Pa. 19103

Surveyor:
Sarah K. Vann

Secretary to the Surveyor:
Donald A. Riechmann

To:

From: Sarah K. Vann

The present Study is being undertaken for the Pennsylvania State Library, with the cooperation of the Free Library of Philadelphia, to determine the feasibility of establishing a centralized Processing Center for Southeastern Pennsylvania libraries.

Such a Center, if established, would perform services for the reader (ordering, cataloging, and processing) and thereby leave more time for the librarian (librarians) in each library to develop and expand services to the reader.

Because it would be helpful to have available useful facts and to know of the interest in, and possible readiness for, a Center and because such a Center would depend on voluntary participation, I invite your response to the accompanying inquiry.

May I thank you for your cooperation and assure you that each response will receive thoughtful consideration.

Please return by November 30 to:

Sarah K. Vann
Butler Hall
400 West 119th Street
New York, New York 10027

Date: November 10, 1965

****

YOUR RESPONSE IN NO WAY OBLIGATES YOU TO PARTICIPATE IN A PROCESSING CENTER SHOULD ONE BE RECOMMENDED IN THE FEASIBILITY STUDY.

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY

Inquiry

Directions: Answer only those questions which you want to. Do not be reluctant to return a partially answered response. Use a check (✓) in answering when appropriate; otherwise record as the questions indicate, for example, "List the selection aids which you use."

****

Part I. Facts (Supplementing data on your latest annual report)

Book Selection

a. Do you have a written book selection policy? yes____ no____ plan to ____

b. List the selection aids which you use:

________________________ ________________________

________________________ ________________________

c. Which one of the aids in question b do you find most useful? ________________

d. Have you found the book selection aids furnished through the District Library Center useful? yes____ no____ sometimes ____

e. If your answer is other than no to question d, which ones? ________________

____

f. Who is responsible for selection? ________________

g. Are you satisfied with your selection program? yes____ no____

h. If your answer is no to question g, why not? (Use verso if necessary)

Inquiry I

SPPCFS
Inquiry - 2

Book Collection

a. Do you feel that your book collection meets the needs of your readers?

most of the time ____
some of the time ____
seldom ____
always ____

b. Have you compared the titles purchased by your library with those of:

	yes	no	plan to
Neighboring libraries	___	___	___
Standard Catalog for Public Libraries	___	___	___
Catalog of Books, Free Library of Philadelphia	___	___	___
Other: ______________	___	___	___

c. Estimate the % of gift books in your total book collection ___%

d. Do your readers know of the inter-library loan service which supplements the book collection?

yes ____ no ____
don't know ____

e. If your answer is yes to question d,
(1) How many titles were borrowed in 1964? __________
(2) From what sources? ______________________
____

Ordering

a. How often do you order books?

weekly ____ monthly ____
other (designate) ______

b. Estimate the number of hours spent in ordering

hours per week ___ or
hours per month ___

c. List the most reliable vendor/vendors with whom you deal:

__________ ________ ____________

d. What discount do you usually get from vendors:

Fiction ___%
Non-fiction ___%

e. Is there a local bookstore from whom you order books? yes ____ no ____

What discount is offered? ___%

SPPCFS
Inquiry - 3

Ordering (Continued)

f. How many standing orders do you have for:
  (1) Periodicals _____
  (2) Annuals _____
  (3) Books in series _____

g. How long does it usually take from date of order to date of receipt of a book? days ____ weeks ____ months ____ other ________________

h.

	Year 1960	Year 1964
Book budget		
Amount spent for:		
Titles new to your library	$_______	$_______
Duplicates and replacements	_______	_______
Periodicals	_______	_______
Newspapers	_______	_______
Other	_______	_______
Total	$_______	$_______

i. Are you satisfied with your ordering procedures? yes ___ no ___

j. If your answer is no to question i, why not? (Use verso if necessary)

k. If available, please attach a sample order card and/or order sheet

SPPCFS - 4
Inquiry

Cataloging and Classification

		Use	Do not use
a.	Which of the following do you use:		
	Dewey Decimal Classification ___ Ed.	___	___
	Cutter numbers	___	___
	Initial letters of authors instead of Cutter	___	___
	Sears ___ Ed.	___	___
	LC Subject Headings ___ Ed.	___	___

b. Do you buy printed cards? yes ___ no ___
If your answer is yes
(1) From what source? ______________
(2) For what % of titles are they available? ___%
(3) Do you usually accept them without change? yes ___ no ___

c. Do you have a written cataloging and classification policy? yes ___ no ___
(If your answer is yes, would you be willing to lend a copy of it which would be returned to you?) (yes ___ no ___)

d. What is your rule for author entry:
Name as it appears on title-page ____
Real name if known ____
Entry as taken from Catalog of Books, Free Library of Philadelphia ____
Other ______________

e. How long does it generally take, omitting best sellers and books in immediate demand, to make a book available to the public after it reaches the library? days ___ weeks ___
months ___
other __________

f. Estimate the number of hours spent in cataloging and classification hours per week ___ or
hours per month ___

g. Are you satisfied with your cataloging and classification procedures? yes ___ no ___

h. If your answer is no to question g, why not? (Use verso if necessary)

i. Please attach a sample card which illustrates your cataloging of:
(1) a non-fiction title
(2) a fiction title

Inquiry I

SPPCFS
Inquiry - 5

The Card Catalog

a. How often are catalog cards filed?
weekly ____
monthly ____
as time permits ____

b. Do you include:

	yes	no
Subject heading cards	___	___
See references	___	___
See also references	___	___

c. Do you feel that the use made of the card catalog justifies the time involved in its making?
yes ___ no ___
undecided ___

d. Do you keep the Catalog of Books, Free Library of Philadelphia, near the card catalog for use by readers?
yes ___ no ___
If your answer is no, where is it kept? ______________

Processing

a. Do friends and/or volunteers assist in typing cards and preparing the books for circulation or reference?
yes ___ no ___

b. If your answer is yes to question a, list the specific tasks performed:

______________________ ______________________

______________________ ______________________

______________________ ______________________

c. Do you think it would be helpful to have these tasks (services) done at a Processing Center?
yes ___ no ___

d. If your answer is no to question c, why not? (Use verso if necessary)

e. Estimate the number of hours spent in processing by

(1) friends and/or volunteers
hours per week ____ or
hours per month ____

(2) the library staff
hours per week ____ or
hours per month ____

SPPCFS
Inquiry - 6

Part II. Personal views

A. Would you be willing to explore the possible establishment of a centralized processing center which would encompass:

(1) Ordering (This does not include book selection) — yes ____ no ____
Cataloging and Classification
Processing

or

(2) Cataloging and Classification — yes ____ no ____
Processing

If your answer is yes, please answer the following:

Ordering: Would you be willing to	yes	no
a. Transfer order responsibilities to the Center (This does not include book selection)	____	____
b. Accept discounts as offered through the Center	____	____
c. Allocate a % of your total budget for ordering books through the Center	____	____
d. Accept uniform ordering procedures	____	____
e. Work out a program for payment		
(1) Through deposits at Center	____	____
(2) Within each library	____	____
f. Help synchronize orders of the same title when possible through use of similar selection aids	____	____

Cataloging and Classification: Would you be willing to

a. Consider a uniform policy for cataloging and classification	____	____
b. Consider a uniform policy with these exceptions:	____	____

Entry ____
Descriptive cataloging ____
Classification numbers ____
Subject headings ____
Cutter numbers ____
Other: ________________

c. Receive cards with subject headings as well as See and See also references from the Center	____	____
or		
d. Receive cards with subject headings but maintain own subject heading pattern of See and See also references	____	____

SPPCFS
Inquiry - 7

Cataloging and Classification: (Continued)

		yes	no
e.	Accept a method of card reproduction appropriate for multiple reproduction (Multilith, for example)	____	____
f.	Accept a book catalog containing your holdings rather than continue to maintain a card catalog	____	____
g.	Pay for the service at a price reflecting a fair proportion of total budget of Center	____	____
h.	Urge the State Library to share the cost of a Center	____	____

Processing: Would you be willing to

		yes	no
a.	Make changes in some ways, such as placement of book pocket, to achieve uniformity	____	____
b.	Make changes with these exceptions:	____	____

Book order information ____
Accession number ____
Data on book card ____
Book pocket ____
Placement of classification number ____
Cutter number ____
Book number other than Cutter ____
Identification marks ____
Other: ______________________________

		yes	no
c.	Add data necessary in your own library but not considered essential by others	____	____
d.	Use a uniform system of lettering	____	____
e.	Use uniform supplies	____	____

B. If a Processing Center were recommended as feasible, would you be willing to discuss the advantages and disadvantages of centralized processing with the governing body (Board of Trustees) of your library? ____ ____
Why? Why not? (Use verso if necessary)

SPPCFS
Inquiry - 8

C. If your answer to questions A and B is no, please enumerate your objections to participating in a centralized Processing Center.

****

Name: ____________________________

Library: ____________________________

Date: ____________________________

Inquiry II

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY

To: Those Libraries which thoughtfully responded to the Inquiry, dated November 10, 1965, concerning the Feasibility Study

From: Sarah K. Vann, Surveyor

Re: 25 Titles Purchased by your Library during 1965

Would you be kind enough, please, to list 25 titles (including fiction and non-fiction) published in 1965 and purchased by your library. I am not asking for a detailed study, but from your knowledge of last year's activities will you select those titles which seem to be of value to your collection, or which have been popular with your readers.

Directions:

a. Use copyright date of 1965 rather than imprint date if there is a difference between the dates.

b. Arrange titles alphabetically by Author. Add Title, Publisher, and Classification Number for each.

	Author	Title	Publisher	Classification No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Inquiry II

SPPCFS
25 Titles

Author	Title	Publisher	Classification No.
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

* ** *

When the lists have been returned to me I will make up a composite list of titles reported and it will be sent to you for checking. The results of this checking will then give us some indication of the duplication of books and classification numbers in the District.

May I thank you for your cooperation and continuing interest in the Feasibility Study.

Please return no later than __April 4, 1966__ to:

Sarah K. Vann
Butler Hall
400 West 119th Street
New York, N. Y.   10027

Date: March 22, 1966

Inquiry III

SOUTHEASTERN PENNSYLVANIA PROCESSING CENTER FEASIBILITY STUDY

To: The Philadelphia District Libraries

From: Sarah K. Vann, Surveyor

Re: Titles acquired by your library through purchase or gift during 1965 and 1966

Would you be kind enough, please, to check those titles on this list which are now in your library so that it will be possible to have some indication of the duplication of titles among the District Libraries.

This composite list of 257 titles reflects the selection of 25 titles, either for their value to the collection or for their popularity with readers. They were suggested by those libraries which responded both to the SPPCFS Inquiry, dated November 10, 1965, and to the request for 25 titles purchased in 1965, dated March 22, 1966. (Note: Though the original request suggested that the titles be published in 1965, some appeared earlier. One 1966 title is included. Some of the titles appeared on more than one list).

We are enclosing two copies of the checklist. You may wish to keep one for your own files. This will be the final questionnaire you will be asked to complete for the Feasibility Study. May I thank you for your generous cooperation and continuing interest.

Please return your checked list no later than May 20th to:

Sarah K. Vann
Butler Hall
400 West 119th Street
New York, New York 10027

****

Directions:

a. Please check (✓) on the appropriate line in the column, "In Library," if the title is in your library.

b. If your author entry does not agree with that on the list, please indicate the entry you have used. (Surnames only have been given except when necessary).

c. If your classification number varies, either for fiction or for nonfiction, please write your classification number to the right of the classification number on the list.

****

Date: May 6, 1966

FICTION

(Including mysteries, adult and juvenile titles)

	Author	*Title*	*In Library*
1.	Bassani	Garden of the Finzi-Continis	Held by 16
2.	Becker	A covenant with death	Held by 25
3.	Bellow	Herzog	Held by 29
4.		Best American short stories, 1954, edited by Martha Foley	Held by 23
5.		Fifty best short stories, 1915-1965, edited by Martha Foley	Held by 10
6.	Bishop	Little league stepson	Held by 7
7.	Böll	Absent without leave	Held by 8
8.	Böll	The clown	Held by 10
9.	Bryan	P. S. Wilkinson	Held by 24
10.	Buck	Death in the castle	Held by 21
11.	Caldwell	A pillar of iron	Held by 27
12.	Calisher	Journal from Ellipsia	Held by 9
13.	Canaway	Crows in a green tree	Held by 10
14.	Carroll	The road grows strange	Held by 12
15.	Carter	Full fathom five	Held by 25
16.	Cavanna	Mystery at Love's creek	Held by 17
17.	Cheever	The brigadier and the golf widow	Held by 20
18.	Cunningham	Dorp dead	Held by 14
19.	Deighton	Funeral in Berlin	Held by 22
20.	Duggan	Count Bohemond	Held by 16
21.	Du Maurier	The flight of the falcon	Held by 28
22.	Fisher	Mountain man	Held by 10
23.	Fitzhugh	Long secret	Held by 11
24.	Fleming	The man with the golden gun	Held by 26
25.	Ford	The liberation of Lord Byron Jones	Held by 13
26.	Fowles	The magus	Held by 29
27.	Gardner	Case of the troubled trustee	Held by 11
28.	Gaskin	File on Devlin	Held by 13
29.	Geisel	Fox in socks, by Dr. Seuss	Held by 18
30.	George	My side of the mountain	Held by 9
31.	Gerson	The slender reed	Held by 18
32.	Gordon	The rabbi	Held by 26
33.	Grass	Dog years	Held by 16
34.	Greene	The comedians	Held by 33
35.	Hailey	Hotel	Held by 30
36.	Hall	The Quiller memorandum	Held by 15
37.	Hammond-Innes	The Strode venturer	Held by 19
38.	Hazzard	The evening of the holiday	Held by 14
39.	Hersey	White lotus	
40.	Heyer	Frederica	Held by 24
41.	Horan	The seat of power	Held by 17
42.	Humphrey	The Ordways	Held by 27
43.	Kaufman	Up the down staircase	Held by 32

	Author	*Title*	*In Library*
44.	Kerouac	Descalation angels	Held by 4
45.	Knebel	Night of Camp David	Held by 26
46.	Knight	The dark side	Held by 8
47.	La Farge	The door in the wall	Held by 15
48.	LeCarré	The looking glass war	Held by 34
49.	Levin	The stronghold	Held by 16
50.	Lofts	How far to Bethlehem?	Held by 29
51.	Longstreet	War in the golden weather	Held by 12
52.	McBain	He who hesitates	Held by 8
53.	McCague	The fortune road	Held by 3
54.	McShane	The girl nobody knows	Held by 8
55.	Mailer	An American dream	Held by 13
56.	Matthiessen	At play in the fields of the Lord	Held by 30
57.	Mercer	Beyond Bojador	Held by 6
58.	Michener	The source	Held by 35
59.	Millar	The far side of the dollar, by Ross McDonald, pseud.	Held by 12
60.	Moore, B.	The emperor of the ice-cream	Held by 18
61.	Moore, J.	The waters under the earth	Held by 31
62.	Moore, R.	The green berets	Held by 32
63.	Murdoch	The red and the green	Held by 26
64.	Murphy	The golden eagle	Held by 20
65.	Mydans	Thomas	Held by 22
66.	Neville	Berries Goodman	Held by 12
67.	O'Connor	Everything that rises must converge	Held by 13
68.	O'Hara	The Lockwood concern	Held by 29
69.	Olsen	The Virgin of San Gil	Held by 4
70.	O'Malley	Emergency in the Pyrenees, by Ann Bridge, pseud.	Held by 18
71.	Pease	Secret cargo	Held by 9
72.	Porter	The collected stories of . . .	Held by 22
73.	Priestly	Lost empires	Held by 23
74.	Queen	The fourth side of the triangle	Held by 14
75.	Ruark	The honey badger	Held by 29
76.	Seton	Avalon	Held by 30
77.	Shaw	Voices of a summer day	Held by 23
78.	Simenon	The little saint	Held by 14
79.	Smith	The town in bloom	Held by 15
80.	Spark	The Mandelbaum Gate	Held by 24
81.	Stewart	Airs above the ground	Held by 36
82.	Stone	Those who love	Held by 35
83.	Stout	Royal flush	Held by 16
84.	Terts	The Makepeace experiment	Held by 8
85.	Traver	Laughing whitefish	Held by 24
86.	Tresselt	Hide and seek fog	Held by 14
87.	Updike	Of the farm	Held by 24
88.	Walker	Mallabec	Held by 12
89.	Waugh	Mule on the minaret	Held by 19
90.	Weir	Soap-box derby	Held by 3
91.	West	The ambassador	Held by 27
92.	Westheimer	My sweet Charlie	Held by 17
93.	Whitney	Sea jade	Held by 20
94.	Wibberley	The gales of spring	Held by 9
95.	Wolff	A crack in the sidewalk	Held by 15
(96.)	Wouk	Don't stop the carnival	Held by 27

Author *Title* *In Library*

1. Do you use Cutter numbers for fiction? 4 yes 32 no
2. If you do not use Cutter numbers, what do you use?
3. Do you use "F" to identify fiction titles? 23 yes 13 no
4. If not, what do you use?
5. How do you distinguish: fiction for adults ________
fiction for young adults ________
fiction for children ________
easy books for children ________

NONFICTION

(Including adult and juvenile titles)

	Author	*Title*	*Class no.*	*In Library*
1.	Aesop	Fables, selected and adapted by Louis Untermeyer	j888	Held by 13
2.	Albee	Tiny Alice	812	Held by 12
3.	Allen, Fred	Letters	792.092	Held by 7
4.	Anders	Fighting generals	923.5	Held by 2
5.	Asimov	Of time & space & other things	508	Held by 13
6.	Associated Press Bulletin	The world in 1964	909.82	Held by 25
7.	Bagdikiam	In the midst of plenty	339	Held by 6
8.	Baird	The art of the puppet	792	Held by 1
9.	Barry	France	j914.4	Held by 6
10.	Barzini	The Italians	914.5	Held by 27
11.	Benz	Buddhism or communism	294	Held by 5
12.	Berne	Games people play	301.15	Held by 21
13.	Berton	The comfortable pew	260	Held by 11
14.		The best plays of 1963-1964	808.2	Held by 20
15.		The best plays of 1964-1965	808.2	Held by 21
16.	Bishop	Questions of travel	811	Held by 4
17.	Boorstin	The Americans, the national experience	917.3	Held by 13
18.	Borgmann	Language on vacation	793.73	Held by 3
19.	Borland	Countryman	818	Held by 10
20.	Boros	Swing easy, hit hard	796.26	Held by 4
21.	Breuil	Men of the old stone age	571	Held by 3
22.	Brough	"We were five"	920.7	Held by 8
23.	Brown	Manchild in the promised land	B	Held by 22
24.	Browne	The new face of war	959.7	Held by 17
25.	Buck	The gifts they bring	133.766	Held by 6
26.	Burton	Here is England	914.2	Held by 15
27.	Caidin	The greatest challenge	629.4	Held by 6
28.	Capote	In cold blood	364.3	Held by 34
29.	Catton	Never call retreat	973.7	Held by 28
30.	Carrighar	Wild heritage	591.51	Held by 22
31.	Chalmers	Hooded Americanism	363	Held by 19
32.	Charles	Left-handed golf	796.26	Held by 3
33.	Clark	Canada, the uneasy neighbor	320.971	Held by 6
34.	Collins	Is Paris burning?	940.5	Held by 32
35.	Dali	Diary of a genius	759.6	Held by 5
36.	Davis	Yes, I can	792.092	Held by 24
37.	Delacato	Treatment and prevention of reading problems	372.4	Held by 7
38.*	Dewey	Dewey Decimal Classification, 17th edition	025.4	Held by 11

---

* +1 (in Proc. Center).

	Author	*Title*	*Class no.*	*In Library*
39.	Dewey	Dewey Decimal Classification, 9th abridged edition	025.4	Held by 9
40.	Dillon	Meriwether Lewis	B	Held by 15
41.	Dixon	The complete book of surfing	797.172	Held by 12
42.	Dodd	The job hunter	331.115	Held by 12
43.	Doebler	Who gets into college—and why	371.214	Held by 6
44.	Durant	The age of Voltaire	901	Held by 22
45.	Eden	The reckoning	B	Held by 11
46.	Eifert	Tall trees and far horizons	581.973	Held by 6
47.	Eisenhower	Waging peace, 1956-1961	973.919	Held by 19
48.	Emerson	Poems, selected by J. Donald Adams	j811	Held by 5
49.	Fairchild	The fashionable savages	646	Held by 11
50.	Farago	Patton: ordeal and triumph	B	Held by 15
51.	Fenton	Salt of the earth	B	Held by 10
52.	Fitz Gibbon	Life of Dylan Thomas	821	Held by 21
53.	Flanner	Paris journal, 1944-1965	944.082	Held by 7
54.	Flexner	George Washington	B	Held by 12
55.	Fromme	Ability to love	157	Held by 4
56.	Gale Research Co.	Acronyms and initialisms	029	Held by 5
57.	Gessel Institute	School readiness, by Frances Ilg	371.29	Held by 3
58.		Glenn's new auto repair manual	629.1	Held by 19
59.	Golden	A little girl is dead	364.3	Held by 12
60.	Graham	World aflame	243	Held by 14
61.	Gray	Explorations in chemistry	j542	Held by 5
62.	Halberstam	The making of a quagmire	959.7	Held by 7
63.	Hammarskjöld	Markings	839.78	Held by 32
64.	Han, Suyin	The crippled tree	B	Held by 19
65.	Harper	Easter chimes (new rev. ed.)	j394	Held by 10
66.	Hawkins	Stonehenge decoded	913.42	Held by 12
67.	Hayes	A gift of joy	792.092	Held by 28
68.	Heer	After nuclear attack	301.2	Held by 1
69.	Hege	We two alone	266	Held by 2
70.	Heimer	The new mathematics for parents	511	Held by 20
71.	Heller	The Jew and his world	296	Held by 2
72.	Hofstadter	The paranoid style in American politics	320.973	Held by 7
73.	Hooke	The seal summer	599.745	Held by 8
74.	Horan	Judo for women	796.81	Held by 3
75.	Horne	Fall of Paris	944.08	Held by 8
76.	Howe	The gentle Americans	818	Held by 18
77.	Jackson	Pictorial guide to the planets	523	Held by 7
78.	John XXIII, Pope	Journal of a soul	B	Held by 25
79.	Kavaler	Mushrooms, molds, and miracles	589.2	Held by 13
80.	Kazantzakes	Report to Greco	889.1	Held by 19
81.	Keats	Sheepskin psychosis	378	Held by 21
82.	Keller	The story of my life	B	Held by 29
83.	Klein	Bioluminescense	j574.192	Held by 9
84.	Kornfeld	Doubleday book of interior decorating	747	Held by 10
85.	Lamont	Day of trinity	623.454	Held by 21
86.	Lasky	The ugly Russian	327.47	Held by 23
87.	Le Shan	How to survive parenthood	649.1	Held by 10
88.	Levant	The memoirs of an amnesiac	780.92	Held by 18
89.	Ley	Beyond the solar system	523	Held by 11
90.	Li, Dun Jen	The ageless Chinese	951	Held by 12

	Author	*Title*	*Class no.*	*In Library*
91.	Lincoln	My twelve years with John F. Kennedy	B	Held by 20
92.	Longford	Queen Victoria	B	Held by 22
93.	Love	The situation in Flushing	917.74	Held by 14
94.	McCord	Mississippi: the long hot summer	323.4	Held by 6
95.	McGinley	Sixpence in her shoe	818	Held by 27
96.	Merkling	The golden horseshoe	782.09	Held by 4
97.	Meyer	The positive thinkers	131.3	Held by 4
98.	Miller	The stitchery book	746	Held by 9
99.	Montgomery	A gift of prophecy	133.3	Held by 28
100.	Morison	The Oxford history of the American people	973	Held by 29
101.	Morris, J.	The presence of Spain	914	Held by 3
102.	Morris, R.	The peacemakers	973.32	Held by 13
103.	Myrdal	Report from a Chinese village	309.151	Held by 16
104.	Nader	Unsafe at any speed	629.1	Held by 19
105.	Newcomb	Iwo Jima	940.5	Held by 19
106.	Newlon, C.	The aerospace age dictionary	629.03	Held by 2
107.	Newlon, C.	The fighting Douglas MacArthur	921	Held by 2
108.	Nyren	A library of literary criticism	810.9	Held by 13
109.	Oldenbourg	Catherine the Great	B	Held by 31
110.	Page	The day Khrushchev fell	947.085	Held by 4
111.	Peale	Sin, sex and self-control	170	Held by 14
112.	Pearson	Extraordinary people	920.042	Held by 6
113.	Penkovskii	The Penkovskiy papers	351.74	Held by 18
114.	Potter	Days of shame	328.34	Held by 8
115.	Raleigh	The plays of Eugene O'Neill	812	Held by 7
116.	Randel	The Ku Klux Klan	363	Held by 13
117.	Read	A concise history of modern sculpture	735	Held by 10
118.	Rickenbacker	Fighting the flying circus	940.449	Held by 12
119.	Roy	The battle of Dienbienphu	959.7	Held by 11
120.	Rublowsky	Pop art	709.73	Held by 4
121.	Ruzic	The case for going to the moon	629.4	Held by 2
122.	St. John	Roll, Jordan, roll	915.694	Held by 14
123.	Sands	My shadow ran fast	364.8	Held by 25
124.	Scheinfeld	Your heredity and environment	575.1	Held by 14
125.	Schlesinger	A thousand days	B	Held by 28
126.	"Scipio," pseud.	Emergent Africa	309.16	Held by 1
127.		Sears list of subject headings, 9th edition	025.33	Held by 15
128.	Shadegg	What happened to Goldwater	329.01	Held by 8
129.	Shultz	How many more victims?	364.242	Held by 7
130.	Silver	Mississippi: the closed society	323.1	Held by 22
131.	Sinclair	The better half	396	Held by 8
132.	Skelton	The Vinland map and the Tartar relation	910.9	Held by 8
133.	Slater	Aly, a biography	B	Held by 7
134.	Sorenson	Kennedy	973.922	Held by 28
135.	Stepanchev	American poetry since 1945	811.09	Held by 9
136.	Stevenson	The Stevenson wit and wisdom	B	Held by 6
137.	Stillman	The poet's manual and rhyming dictionary	426.6	Held by 4
138.	Stirling	The wild swan	839.81	Held by 13
139.	Sullivan	We are not alone	523.13	Held by 23
140.	Taubman	The making of the American theatre	792	Held by 10
141.	Teale	Wandering through winter	574.9	Held by 23
142.	Terrell	U. S. Dept. of Justice	j353.5	Held by 9
143.	Tharp	Mrs. Jack	B	Held by 23

	Author	*Title*	*Class no.*	*In Library*
144.	Tuchman	The proud tower	909.82	Held by 28
145.	Turner	Practice for the Armed Forces tests (Arco Publishing Co.)	355.07	Held by 10
146.	U. S. Bureau of the Census	Statistical abstract . . . (Date: ________)	317.3	Held by 21
147.	U. S. President	The inaugural addresses of the American presidents	353.03	Held by 9
148.	Updike	Assorted prose	818	Held by 13
149.	Vallee	Anatomy of a phenomenon	629.234	Held by 11
150.	Veeck	The hustler's handbook	796.22	Held by 11
151.	Warren	Who speaks for the Negro?	323.4	Held by 17
152.	Wellard	The great Sahara	966.11	Held by 10
153.	Werstein	Tarawa, a battle report	j940.5	Held by 7
154.	Whalen	The founding father	B	Held by 27
155.	White	The making of the president, 1964	329.01	Held by 30
156.	Wilkens	A new you	j646.7	Held by 2
157.	Williamson	Wall Street made easy	332.6	Held by 4
158.		The World almanac & book of facts, 1965	317	Held by 32
159.	Wyden	The overweight society	613.2	Held by 11
160.	X, Doctor	Intern	610	Held by 32
161.	Zolotow	Stagestruck	792.092	Held by 25

1. Do you use Cutter numbers for nonfiction? 8 yes 26 no no response 2
2. If you do not use Cutter numbers, what do you use?
3. How do you distinguish: nonfiction for adults ________________________________

nonfiction for young adults ________________________________
nonfiction for children ________________________________

FREQUENCY OF CITATION BY 36 PHILADELPHIA DISTRICT LIBRARIES OF THE 95 FICTION TITLES ON INQUIRY III

Frequency of citation	*No. of titles*	*Fiction title no. Inquiry III*
36	1	81
35	2	58, 82
34	1	48
33	1	34
32	2	43, 62
31	1	61
30	3	35, 56, 76
29	5	4, 26, 50, 68, 75
28	1	21
27	4	11, 42, 91, 96
26	4	24, 32, 45, 63
25	2	2, 15
24	5	8, 40, 80, 85, 87
23	3	5, 73, 77
22	3	19, 65, 72
21	1	9
20	3	17, 64, 93
19	2	37, 89
18	4	29, 31, 60, 70
17	3	16, 41, 92

Frequency of citation	*No. of titles*	*Fiction title no. Inquiry III*
16	5	1, 20, 33, 49, 83
15	4	36, 47, 79, 95
14	5	18, 38, 74, 78, 86
13	4	25, 28, 55, 67
12	5	14, 51, 59, 66, 88
11	2	23, 27
10	4	6, 10, 13, 22
9	4	12, 30, 71, 94
8	5	3, 46, 52, 54, 84
7	1	7
6	1	57
4	2	44, 69
3	2	53, 90

FREQUENCY OF CITATION BY 36 PHILADELPHIA DISTRICT LIBRARIES OF THE 161 NONFICTION TITLES ON INQUIRY III

Frequency of citation	*No. of titles*	*Nonfiction title no. Inquiry III*
34	1	28
32	4	34, 63, 158, 160
31	1	109
30	1	155
29	2	82, 100
28	6	29, 67, 99, 125, 134, 144
27	3	10, 95, 154
25	4	6, 78, 123, 161
24	1	36
23	4	86, 139, 141, 143
22	5	23, 30, 44, 92, 130
21	6	12, 15, 52, 81, 85, 146
20	3	14, 70, 91
19	7	31, 47, 58, 64, 80, 104, 105
18	3	76, 88, 113
17	2	24, 151
16	1	103
15	4	26, 40, 50, 127
14	5	60, 93, 111, 122, 124
13	9	1, 5, 17, 79, 102, 108, 116, 138, 148
12	8	2, 41, 42, 54, 59, 66, 90, 118
11	9	13, 38, 45, 49, 89, 119, 149, 150, 159
10	9	19, 51, 65, 84, 87, 117, 140, 145, 152
9	6	39, 83, 98, 135, 142, 147
8	7	22, 73, 75, 114, 128, 131, 132

Frequency of citation	No. of titles	Nonfiction title no. Inquiry III
7	10	3, 37, 53, 62, 72, 77, 115, 123, 133, 153
6	10	7, 9, 25, 27, 33, 43, 46, 94, 112, 136
5	5	11, 35, 48, 56, 61
4	9	16, 20, 55, 96, 97, 110, 120, 137, 157
3	6	18, 21, 32, 57, 74, 101
2	7	4, 69, 71, 106, 107, 121, 156
1	3	8, 68, 126

FREQUENCY OF CHANGES IN CLASSIFICATION NUMBERS FOR NONFICTION TITLES ON INQUIRY III by 20 PHILADELPHIA DISTRICT LIBRARIES

Frequency of change in classification	Nonfiction title no. Inquiry III
14	67
12	36
11	52
10	15, 28, 47, 63, 134, 155, 161
9	14, 34, 130
8	23, 80, 105, 113
7	31, 64, 85, 122, 125, 144
6	58, 66, 88, 93, 123
5	78, 79, 82, 92, 95, 109, 118, 138, 150, 154, 158
4	1, 5, 7, 19, 30, 33, 42, 59, 73, 76, 91, 102, 114, 116, 140, 147, 149, 152, 160
3	2, 3, 6, 11, 13, 22, 25, 26, 35, 40, 41, 43, 44, 50, 65, 83, 89, 96, 103, 104, 112, 117, 129, 132, 141, 143
2	20, 60, 61, 70, 72, 75, 81, 99, 101, 108, 115, 145, 146, 148, 151, 153, 159
1	12, 16, 24, 32, 37, 45, 46, 51, 53, 54, 57, 74, 77, 97, 100, 120, 121, 127, 128, 136, 137, 156

APPENDIX B

CENTRALIZED PROCESSING PROGRAMS AND/OR CENTERS IN THE UNITED STATES

Missouri State Library.

Survey of Processing Centers in the United States, 1965.

Southeastern Pennsylvania Processing Center Feasibility Study.

Letter of Inquiry addressed to Centralized Processing Programs and/or Centers, August 5, 1965.

Processing Centers and/or Multi-Service Centers.

SURVEY OF PROCESSING CENTERS IN THE UNITED STATES

In an effort to improve the quality and service of several cooperative processing centers in the state of Missouri, we are asking the administrators of the other such centers in the country to give us the benefit of their experience and knowledge. It would be extremely helpful to us if you could answer the questions below and return the questionnaire to us in the enclosed, stamped envelope.

1. Name and location of center
2. Number of libraries served
3. Types of libraries served
4. Number of volumes processed annually
5. How are catalog cards reproduced?
6. What kinds of cards are produced (Library of Congress, original)?
7. What is the cost per card?
8. What was the original cost of the equipment used?
9. What is the cost for maintenance of card reproduction equipment?
10. What, besides basic cataloging, is included on your cards: Classification number? Subject headings? Other?
11. Are there limits on the number of cards or sets of cards which a library may secure?
12. Is your cataloging completely standardized? Do you perforn custom work?
13. Are cutter numbers used?
14. Do you undertake special cataloging projects for non-members?
15. What do you consider the principal limitations of your card reproduction equipment?

16. Do you consider the cards you reproduce permanent? ____________________

17. Is your card reproduction equipment adaptable to other uses, and do you consider it likely to be adaptable to future uses? ____________________

18. What sort of space requirements does your card reproduction equipment need?

19. Do you do any book processing besides card reproduction? ____________________

20. Are pockets and book cards made? ____________________

21. Is any pasting done? ____________________

22. Are books marked in any way (accession number, ownership, etc.)? ____________________

23. Are the spines of your books marked in any way? ____________________

24. Do you apply plastic jackets to any books? ____________________

25. Which books, if any, are jacketed? ____________________

26. Do you process non-book material--phonograph records, prints, film, maps?

27. Do you do any binding? ____________________

28. Do you apply binders to any pamphlets? ____________________

29. Do you order books for your members? ____________________

30. Do you require that book ordering be done at any certain time? ____________________

31. Are any restrictions placed on member libraries as to ordering? ____________________

32. Do you do any follow-up on book orders cancelled? ____________________

33. If you order for your members, do you bill them for book purchases or does the jobber bill the individual library? ____________________

34. How is your center supported financially?

35. How did you decide upon this formula for support?

36. Does your method of support provide for increased costs or for the funds necessary to improve or expand the processing center ?

37. How are funds for capital expenditures secured?

38. Can one part of your service be purchased without the purchase of all of your service?

39. Are you subsidized in any way from state or federal funds?

40. If you are subsidized, do you consider this subsidy necessary?

41. Why do you consider this necessary?

42. Can you estimate the average cost and time per volume for each phase of your processes, that is, cost and time for ordering, cost and time for card reproduction, cost and time for physical processing of the books?

43. How is your center constituted legally?

44. If you were able, what would you change in your procedures?

45. How and by whom is your center administered?

46. What do you consider the strengths and weaknesses of this method of operation? ____________________

____

____

____

____

47. Do you consider standardization of cataloging among all of your members essential or desirable? ____________________

48. Are there methods of communication between the center and its members? ____

____

49. Do you conduct a continuing evaluation and analysis of your center? __________
How is this done? ____________________

____

____

50. Do you attempt to secure new members? __________ If so, how? __________

____

____

51. Do you have plans for future growth and development of your center? __________

____

____

____

52. Please describe the physical facilities and location of your center __________

____

____

____

____

53. Is availability of public transportation facilities important to your center's activity? ____________________

54. What kinds of people do you employ in your center? ____________________

____

____

What education or technical skills do they possess? ____________________

____

____

From: Missouri State Library

(MSL-8-11-65)

Southeastern Pennsylvania Processing Center Feasibility Study

Mailing address: The Free Library of Philadelphia, Logan Square, Philadelphia, Pa. 19103

Surveyor:
ARAH K. VANN

Secretary to the Surveyor:
DONALD A. RIECHMANN

Letter of Inquiry addressed to Centralized Processing Programs and/or Centers

The Pennsylvania State Library, in cooperation with the Free Library of Philadelphia, is making a study to determine the feasibility of creating a centralized processing center to serve the 50 small and medium sized public libraries in the Philadelphia District of Pennsylvania.

Before undertaking the Survey within Pennsylvania, it seems imperative to review the progress others have made. For this reason I am writing existing processing centers to learn something about their present activities, services, and financial structure, as well as the circumstances surrounding their creation. May I ask for, if available for consultation, a copy of any or all of the following materials relating to your Center:

a. Any preliminary study or studies which you may have made. (If in published form, a citation will be adequate).
b. The contractural agreement made between the Center and the participating libraries.
c. Directives, if any have been issued, to participating libraries.
d. Manual of procedures within the Center and/or within participating libraries.
e. Annual report or reports, if any have been made.

Please mail the materials to Donald A. Riechmann, Secretary to the Surveyor, at the above address. The SPPCFS will be happy to pay postage and other charges if you will indicate the total amount due. Any material not available for distribution, but available for loan, will be returned to you upon completion of the Study or earlier if necessary.

Because the results of this portion of the Study should be informative to many libraries outside the State of Pennsylvania, it is expected that the completed Study will be made available through the publishing program of the Pennsylvania State Library.

May I thank you for your cooperation in furnishing materials for the Study.

From: Sarah K. Vann
Surveyor

Date: August 5, 1965

PROCESSING CENTERS AND/OR MULTI-SERVICE CENTERS

The following list identifies some centers offering either processing only and centers or systems in which processing is merely one of the services.* The list, arranged alphabetically by state, is based on the responses to the nationwide questionnaire distributed by the Missouri State Library in 1965 and on the data gathered in 1965 and 1966 for the Southeastern Pennsylvania Processing Center Feasibility Study. (See Appendix A for the Missouri questionnaire and the initial letter of inquiry distributed for data for the Feasibility Study). The list in no way presumes to be a complete listing of all centralized processing activities throughout the United States.

Names only of the centers are given though among them both the scope and the structure of the processing responsibilities vary from that of making unit and/or sets of cards to total processing (from ordering to billing with some book selection guidance generally within the multi-service centers). Specific details are to be found throughout the Final Report of the Feasibility Study.

Place	*Name of Center*
ARIZONA	
Florence	Pinal County Free Library
CALIFORNIA	
Belmont	San Mateo County Library Processing Center
Fresno	San Joaquin Valley Library System Processing Center
Pleasant Hill	Contra Costa County Library and Alameda County Library
Sacramento	State Library: Processing Center
Salinas	Monterey County Library
Santa Rosa	North Bay Cooperative Library System
Stockton	Stockton-San Joaquin County Public Library
Ventura	Black Gold Cooperative Library System Processing Center
COLORADO	
Greeley	Northern Colorado Processing Center c/o Weld County Library
FLORIDA	
Orlando	Library Book Processing Center
GEORGIA	
Atlanta	State Catalog Service, Division of Instructional Materials and Library Services State Department of Education
HAWAII	
Honolulu	State Library
ILLINOIS	
Oak Park	Book Processing Center Oak Park Public Library
INDIANA	
Crawfordsville	Crawfordsville Purchasing and Processing Center Crawfordsville Public Library
Terre Haute	Emeline Fairbanks Memorial Library
IOWA	
Jefferson	Raccoon Area Processing Center
KENTUCKY	
Frankfort	State Library

---

* Omitted are names of consolidated libraries such as large public libraries with branches and neo-consolidated structures, such as the Mid-Continent Public Library Service, Independence, Missouri, and the Lower Merion Library Association, Bryn Mawr, Pennsylvania. which direct centralized processing programs.

Place	*Name of Center*
MARYLAND	
Salisbury	Eastern Shore Book Processing Center c/o Wicomico County Library
MICHIGAN	
Lansing	State Library
Traverse City	Grand Traverse Area Library Federation c/o Traverse Public Library
Wayne	Wayne County Library System
MINNESOTA	
Minneapolis	Anoka County Library
MISSOURI	
Bolivar	Southwest Missouri Library Service, Inc.
Jefferson City	State Library: Library Services Center of Missouri
MONTANA	(From State Library)
Great Falls	Great Falls Federation of Libraries c/o Great Falls Public Library
Libby	Northwest Montana Federation of Libraries c/o Lincoln County Free Library
Miles City	Sagebrush Federation of Libraries c/o Miles City Carnegie Public Library
NEVADA	
Carson City	State Library: Technical Processing Division/Cooperative Processing Center
NEW HAMPSHIRE	
Concord	State Library
NEW YORK	
(Of the 19 Systems, excluding the three Systems in New York City, two, the Ramapo-Catskill Library System and the Southern Tier Library System, contract for service with other systems; one, the Mid-Hudson Libraries contracts with a commercial firm for a book catalog.)	
Albany	Upper Hudson Library Federation
Binghamton	Four County Library System
Buffalo	Buffalo and Erie County Public Library
Hempstead, L. I.	Nassau Library System: Processing Center
Ithaca	Finger Lakes Library System
Jamestown	Chatauqua-Cattaraugus Library System
Nioga	Nioga Library System
Patchogue, L. I.	Suffolk Cooperative Library System
Plattsburg	Clinton-Essex-Franklin Library System
Rochester	Pioneer Library System c/o Rochester Library System
Rome	Mid-York Library System
Saratoga	Southern Adirondack Library System
Schenectady	Mohawk Valley Library Association c/o Schenectady County Public Library
Syracuse	Onondaga Library System
Watertown	North Country Library System
Yonkers	Westchester Library System: Processing Center
NORTH CAROLINA	
Raleigh	State Library: Processing Center

Place	*Name of Center*
OHIO	
Barnesville	Library Service Center of Eastern Ohio
Columbus	State Library
OKLAHOMA	
Oklahoma City	State Library: Multi-County Processing Section
OREGON	
Ashland Grants Pass Medford	Rogue Valley Library Federation
PENNSYLVANIA	
Doylestown	Doylestown District Library Center c/o Bucks County Free Library
Johnstown	Johnstown District Library Center c/o Cambria Public Library
Lancaster	Lancaster District Library Center c/o Lancaster Free Public Library and Lancaster County Division
Washington	Washington District Library Center c/o Citizens Library of Greater Washington
TEXAS	
Austin	State Library: Centralized Processing Center
WISCONSIN	
Fennimore	Public Library Service Center of Southwest Wisconsin
La Crosse	La Crosse Public Library (From State Library)
WYOMING	
Cheyenne	State Library: Centralized Purchasing and Processing Division

APPENDIX C

CENTRALIZED PROCESSING PROGRAMS AND/OR CENTERS IN THE UNITED STATES

Agreements/Contracts

AGREEMENT

THIS AGREEMENT made and entered into as of the _______ day of July, 1964 by and between the COUNTY OF MONTEREY, hereinafter called "County," and the CITY OF WATSONVILLE, hereinafter called "City."

WITNESSETH:

WHEREAS, County and City have heretofore entered into an agreement for certain library services, and

WHEREAS, County and City desire to rescind and terminate said agreement as of the close of business on the 30th day of June, 1964, and to enter into a new agreement effective July 1, 1964,

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. That that certain agreement entered into by and between the County of Monterey and the City of Watsonville, dated May 14, 1962 for the furnishing of certain library services by County to City is hereby rescinded and terminated as of the close of business on the 30th day of June, 1964.

2. That County will, during the term of this agreement, catalogue, classify, and process books selected and purchased by City for its library. That County shall furnish all supplies and materials required by the cataloguing and classifying, and

such supplies shall include plastic jackets. That County shall purchase books on behalf of City, upon the order of City, and City agrees to pay the invoice cost thereof. That the details of the nature of such cataloguing, classifying, and processing shall be mutually agreed upon by the Librarian of City and the Librarian of the Monterey County Library. It is understood and agreed that this provision shall apply to books only and not to records, films, pamphlets, and other non-book materials which may be added to the City Library.

3. That City shall pay to County the sum of $1.58 for each individual volume catalogued, processed, and classified as hereinabove set out, this payment to include book jackets, such payment to be made within 30 days of receipt of a semi-annual bill by City.

4. That this agreement shall be for one (1) year and shall be automatically renewed each year unless terminated as hereinafter provided.

5. Prior to the beginning of any fiscal year, County reserves the right to notify City of an increase or decrease in the amount of compensation to be paid for its services hereunder. Such notice shall be based upon a study of the cost to County of providing such services. In the event that County desires to make any change in such compensation it shall so notify City in writing and such change shall become effective on July 1 following such notice. If City agrees to such change this agreement shall be amended accordingly in writing prior to the effective date of such change. If such amendment is not

duly executed by City by such effective date this agreement shall thereupon terminate.

6. This agreement may be terminated prior to the beginning of any fiscal year by either party giving 60 days' written notice of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement by their duly authorized officers as of the day and year first hereinabove written.

ATTEST:	COUNTY OF MONTEREY
______________________________	By ______________________________
Clerk of said Board	Chairman, Board of Supervisors
ATTEST:	CITY OF WATSONVILLE
______________________________	By ______________________________
City Clerk	Mayor

California
State Library

D/E Contract # 2853

A G R E E M E N T

THIS AGREEMENT, made and entered into this 15th day of JUNE, 19 65, by and between the STATE DEPARTMENT OF EDUCATION, Division of LIBRARIES through its duly elected Director of Education, hereinafter called the STATE, and City of Chico, Chico City Library, hereinafter called the Member Library.

W I T N E S S E T H :

WHEREAS, the library profession of California has recognized the desirability of cooperative effort to improve public library service in centralized ordering, cataloging and physical processing of books for groups of libraries; and

WHEREAS, Section 27054 (a) of the California State Education Code authorizes the State Department of Education to contract with counties, cities, or districts within this State, agencies of the State, and agencies of the United States Government for the purpose of providing library services; and

WHEREAS, the State Library under the provisions of Education Code Section 27054 (b) has set up a Processing Center for the purpose of centralizing certain routine library functions to achieve more effective use of public monies and to afford the individual libraries a release of staff time to spend on such valuable public services; and

WHEREAS, the Member Library desires to avail itself of these services rendered by the State;

WHEREAS, the Member Library agrees to pay the State for these services.

NOW THEREFORE by virtue of the provisions of Section 27054 (a) of the California State Education Code it is mutually agreed as follows:

A. The State shall perform the following services:
   1. Accept orders for the purchase of library books requested by the Member Library.
   2. Place said orders with vendors recommended by the Book Dealer Evaluation Committee of the Processing Center and agreed upon by the majority of the group of libraries who are availing themselves of the Services provided by said Processing Center.
   3. Carry on all correspondence with Vendors relating to discrepancies in shipment, billing and all other matters relative to said orders placed by the State.
   4. Receive, verify and send invoices to the Member Library for payment.
   5. Receive books purchased by or donated to the Member Library.
   6. Catalog and classify books in accordance with procedures as agreed upon by the majority of the group of Member libraries heretofore referred to and to provide catalog card sets.
   7. Physically process the books, providing ownership marks, call numbers, plastic jackets, and book cards and pockets in accordance with the procedures as agreed upon by the majority of the group of libraries heretofore referred to.

B. The Member Library agrees:

1. To order through the Processing Center or have furnished directly in accordance with Processing Center policy, no less than 600 nor more than 800 books during the term of this contract, for processing on its behalf.

2. To pay a sum of one and 40/100 dollar ($1.40) for each book processed which was ordered or furnished directly during the period of this contract as shown by State records. State to submit invoices in duplicate to the Member Library. Said invoices may be submitted monthly.

C. It is mutually agreed that either party upon sixty (60) days' written notice to the other party may cancel this agreement.

D. The sheet marked "Fair Employment Practices Addendum" containing additional terms and conditions is attached hereto and by reference incorporated herein. It is agreed that the term "Contractor", as used in said addendum, shall be deemed to apply to the Member Library.

E. This agreement is to commence on July 1, 1965, and terminate on June 30, 1966.

IN WITNESS WHEREOF, this agreement has been executed in quadruplicate by and on behalf of the parties hereto, the day and year first above written.

STATE OF CALIFORNIA

STATE DEPARTMENT OF EDUCATION

By ______________________
A. J. Schmidt
Fiscal Officer

CITY OF CHICO

A Municipal Corporation

By ______________________
Fred Davis
City Manager
Title
Municipal Building
Chico, California
Address

Authority: Article X, Section 2.89, THE CODE OF THE CITY OF CHICO, CALIFORNIA, 1958.

APPROVED AS TO FORM:

____
CITY ATTORNEY

Department [illegible] Services
APPROVED

APPROVED BY
____
For Department of Finance

AUG [illegible] - 1965

FAIR EMPLOYMENT PRACTICES ADDENDUM

1. In the performance of this contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State setting forth the provisions of this Fair Employment Practices section.

2. The Contractor will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practice Commission, or any other agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment Practices section of this contract.

3. Remedies for Willful Violation:

(a) The State may determine a willful violation of the Fair Employment Practices provision to have occurred upon receipt of a final judgment having that effect from a court in an action to which Contractor was a party, or upon receipt of a written notice from the Fair Employment Practices Commission that it has investigated and determined that the Contractor has violated the Fair Employment Practices Act and has issued an order, under Labor Code Section 1426, which has become final, or obtained an injunction under Labor Code Section 1429.

(b) For willful violation of this Fair Employment Practices provision, the State shall have the right to terminate this contract either in whole or in part, and any loss or damage sustained by the State in securing the goods or services hereunder shall be borne and paid for by the Contractor and by his surety under the performance bond, if any, and the State may deduct from any moneys due or that thereafter may become due to the Contractor, the difference between the price named in the contract and the actual cost thereof to the State.

STD. FORM 3 (4/65)

OSP

NORTHERN COLORADO PROCESSING CENTER

CONTRACT

We, the undersigned as officials of the ______________________ Library, hereby agree to contract with the Northern Colorado Processing Center for the year, ___________ and agree to comply with the following operations of the Center.

1. The Center shall order any titles requested from sources which have been selected by the Board.

2. All books shall be processed according to the specifications given in the manual of procedures.

3. The Center shall move books through its processes as rapidly as possible and shall arrange for transportation to the individual libraries on a regular schedule.

4. The participating libraries shall underwrite the budget of the Center by paying a set price for each book processed. Credit balances will be held in reserve for one (1) year only. They may not be applied against current payments. Any surplus funds above credit balances at the end of a year shall be kept as a contingency fund; any deficit in current operating expenses shall be paid by the participating libraries in proportion to the number of books processed during the year.

5. Major equipment, such as, the multilith and typewriters shall be furnished by the Weld County Library and maintained by it except for the regular servicing of the multilith.
   a. ~~Participating libraries shall pay a monthly fee to cover the cost of equipment depreciation, heat, electricity and space.~~

      (1) The fee shall be agreed upon by the Weld County Library Board and the Northern Colorado Processing Center Board, ~~subject to review annually~~.

6. The Board of the Center shall have the power to refuse service to any library which is delinquent in payment for services and books.

7. Statements for charges shall be sent to the participating libraries monthly.

Signatures: ______________________________

____

____

AGREEMENT BETWEEN THE ALBERTSON PUBLIC LIBRARY OF ORLANDO, FLORIDA, AND THE STATE LIBRARY BOARD, STATE OF FLORIDA, FOR OPERATION OF A CENTER FOR THE PURCHASING, CATALOGING AND PROCESSING OF BOOKS

Under the terms of this contract, made this 16th day of October, 1964, between the Albertson Public Library Board of Orlando, Florida, and the State Library Board, State of Florida, it is agreed that:

1. The Albertson Public Library Board, in accordance with the provisions of the State Plan for the Further Extension of Library Service:

    a. Administer a center for the purchasing, cataloging, and processing of books for public libraries in Florida.

    b. Submit to the State Library Board a plan including the annual budget, for the annual operation of said center.

    c. Give priority in service to county and regional library systems with which the State Library Board has contracted to assume part of the costs of participating in the center.

    d. Submit such reports of expenditures and operations and accept such supervision as the State Library Board may require.

2. The State Library Board, in consideration for services rendered in accordance with the State for the Further Extension of Library Service will:

    a. Upon receipt of invoices showing the number of volumes processed for each participating library, reimburse the Albertson Public Library Board for the cost of ordering, cataloging, and processing books as follows:

       For books purchased and processed on account of libraries with which the State Library Board has contracted to assume part of the costs of participation in the center, 65 cents per volume during the first year, 50 cents per volume during the second year, and 25 cents per volume during the third year of such participation.

    b. Compute the cost per volume in accordance with the provisions of Section 5.3 of the State Plan for Further Extension of Library Service.

    c. Furnish assistance and supervision as needed to carry out the provisions of said State Plan.

    d. Upon receipt of invoices showing the number of volumes processed on account of the Albertson Public Library Board, reimburse the Albertson Public Library Board for the cost of ordering, cataloging, and processing books at the rate of 25 cents per volume by the Albertson Public Library Board.

In witness whereof, the State Library Board and the Albertson Public Library Board have executed this contract this 16th day of October, 1964.

Chairman, Albertson Public Library Board

Secretary, State Library Board

Form LS-7

STATE OF FLORIDA
LIBRARY AND HISTORICAL COMMISSION
STATE PLAN FOR THE FURTHER EXTENSION OF LIBRARY SERVICE

BOOK PROCESSING CENTER
AGREEMENT BETWEEN
CENTRAL FLORIDA REGIONAL LIBRARY
AND THE
ALBERTSON PUBLIC LIBRARY OF ORLANDO, FLORIDA

Under the terms of this contract, made this 30th day of September, 19 64 between the Central Florida Regional Library and the Albertson Public Library of Orlando, Florida, it is agreed that:

1. The Central Florida Regional Library agrees to:
   a. Expend at least 75% of its book budget through the Book Processing Center, and to file a certified copy of the amount of its book budget with the Albertson Public Library by October 15 of each year.
   b. Accept the established policies of the Center and to participate in the formulation of new policies and decisions.
   c. Pay to the Albertson Public Library, in accordance with its established billing procedure, the per volume cost of processing, as determined annually by the processing center, less any payment

made for the Library's account by the Library and Historical Commission.

2. The Albertson Public Library agrees to:

   a. Purchase, catalog and process all books according to the established policies of the center and the State Plan for the Further Extension of Library Service.

   b. Provide a monthly statement of books processed to the library. A confirmed invoice will be supplied to the library when books arrive from the jobber.

If the Central Florida Regional Library or the Albertson Public Library wish to terminate this Processing Center service, written notice will be given at least six months before the termination of this contract.

In the presence of:

Helen M. Clark
Librarian

Chairman, Library Board

Albertson Public Librarian

Chairman, Albertson Public Library Board

AGREEMENT FOR THE CATALOGING AND PROCESSING OF LIBRARY BOOKS

This Agreement between The Board of Library Directors of the Village of Oak Park, Illinois, hereinafter referred to as Oak Park and The Board of Library Directors of the________________________________, hereinafter referred to as subscriber, for the Ordering, Cataloging and Processing of Library Books to be done by the Oak Park Centralized Processing Center, an agency of the Board of Library Directors of the Village of Oak Park, hereinafter referred to as the Center.

WITNESSETH:

1. Oak Park agrees to perform the service of centralized book processing, including the ordering, cataloging and processing of books designated by the subscriber. The service shall consist of ordering books selected by the subscriber, from a jobber or publisher; furnishing prepared catalog cards; affixing card pockets; preparing check-out cards; affixing plastic jackets; delivering books and cards to the subscriber with an itemized packing slip and billing the subscriber monthly for books ordered and received at the center plus the monthly processing charge.

2. Oak Park agrees that the subscriber shall have and enjoy unqualified freedom of choice in the selection of books purchased on its behalf. The Center may place purchase orders for such books with any vender of its own choosing for the purpose of obtaining maximum discounts or most favorable delivery dates. The subscriber agrees to order and have cataloged and processed not less than 75% of each year's book budget through the Center, in order to obtain the benefit of lower prices. The subscriber agrees to pay to the Center the actual cost of all books purchased on its behalf at such time and in such manner as required by the Center upon proper billing. The subscriber shall assume liability for the cost of all books ordered through the Center. The subscriber is to receive the benefit of any reduction in the price of books as a result of volume purchasing.

3. The subscriber agrees to pay One and 20/100 Dollars per book to cover the services set forth in Paragraph 1 during the period of May 1, 1964 to April 30, 1966 provided said amount does not cover the cost of the books for which the subscriber is responsible pursuant to Paragraph 2. A payment of three per cent of each year's book budget shall be made in advance at the beginning of each fiscal year, thereafter payments shall be made monthly as billed, on the basis of the number of books processed at the above per book rate, and the balance, if any, shall be paid on or before April 30th of each year. If payments are not made within sixty days after billing, service will automatically be suspended until such time as payments are paid to date. Such suspension of service, however, shall not relieve the subscriber of its obligations under this Agreement.

4. To synchronize multiple copy orders for some book titles and avoid high single copy processing costs, the Center may specify deadline date on two weeks notice for designated orders to be sent by the subscriber to the Center. If orders for such book titles are ordered by the subscriber within a period of three months following the deadline date, an extra processing charge of 10¢ per book may be charged to the subscriber at the option of the Center in the event additional expense in incurred by the Center.

5. The subscriber agrees to submit orders for the purchase of books on forms furnished by the Center in the manner to be established by the Center. The subscriber agrees to accept the manner and style of centralized book processing, including a cataloging and classification code, as determined by the Center after consultation with librarians from libraries who signed contracts as soon as the minimum requirement of 65,000 volumes per year is verified through the signing of such contracts; provided, however, no such code shall become effective unless it is approved by a majority of the librarians from libraries who signed contracts. Subsequent changes may be made by the Center in the cataloging and classification code, but only upon approval of a majority of the librarians of all subscribing libraries at the time of the change.

6. The Center agrees to furnish all supplies needed for the centralized book processing furnished to the subscriber.

7. Oak Park agrees to pass on to the subscriber hereunder any benefits due to cost reductions based on the formula established by the Center by crediting the subscriber's account its share of such savings.

8. The term of this contract shall be for a period ending April 30, 1966, after which it shall be automatically renewed for a period of one year and, thereafter from year to year upon the same terms and conditions, unless written notice of termination is served personally or by mail by one of the parties hereto upon the other, at least twenty days prior to the renewal date of any year.

9. It is understood and agreed by the parties hereto that if the number of books ordered by the subscribers through the Center shall be less than a minimum requirement of 5,000 volumes per month for a period of 90 days then this agreement may be terminated at the option of Oak Park. Any monies on deposit with the Center shall be applied to any outstanding obligations of the Center. Any monies remaining shall be repaid to the subscribers on a pro-rata basis in accordance with the amount of their deposit.

IN WITNESS WHEREOF, the Board of Library Directors of the Village of Oak Park has caused this agreement to be executed by its President and attested by its Secretary this_________day of______________, 1964.

ATTEST:

____
President

____
Secretary

IN WITNESS WHEREOF, the Board of Library Directors of the ____________________________has caused this Agreement to be executed by its President and attested by its Secretary, this_____day of___________, 1964.

ATTEST:

____
President

____
Secretary

Indiana

CONTRACT FOR TECHNICAL PROCESSING

WHEREAS, the Crawfordsville Purchasing and Processing Center, operated by the Crawfordsville Public Library, Provides a technical processing service including the ordering, classifying, and cataloging and general preparation of books for circulation, available to other Indiana libraries; and,

WHEREAS, this service can be provided by the Crawfordsville Purchasing and Processing Center more economically by using trained personnel and by avoiding duplication of efforts and inefficient small-scale operations, and by the purchase of books and materials at maximum discounts; and,

WHEREAS, this service frees the time of librarians for direct service to the public,

NOW, THEREFORE, in consideration of the foregoing and of mutual covenants hereinafter stated, the parties hereto agree as follows:

1. THE CRAWFORDSVILLE PURCHASING AND PROCESSING CENTER WILL AGREE TO:

a. Order, classify and catalog, prepare books for circulation, and ship, as ordered by the ______________________________ Library, according to accepted procedures.

b. Bill the ______________________________ Library for this service at a rate of ___90¢___ per book (additional copies without catalog cards at 10¢ less) ordered in ________, price to be based on actual cost, adjusted annually, and guaranteed to be no more than $1.00 per volume.

2. ______________________________ LIBRARY WILL AGREE TO:

a. Pay the Crawfordsville Purchasing and Processing Center upon receipt of properly executed claims, _______ per book so processed, plus cost of books purchased through the Center, less full discount allowed by agents.

b. Notify the Crawfordsville Purchasing and Processing Center upon execution of this agreement the number of books to be processed in _______, and by July 1st, ________, the number of books to be processed in _______, in order to insure inclusion in the budget of both libraries for _______.

3. This agreement will become effective upon execution and shall continue in effect until December _______.

4. This agreement may be renewed before July 1, _______ if desired.

IN WITNESS THEREOF, the parties have caused this agreement to be executed this _______ day of ______________, ________.

CRAWFORDSVILLE PUBLIC LIBRARY BOARD

By ______________________________
President

______________________________ LIBRARY BOARD

By ______________________________
President

EASTERN SHORE BOOK PROCESSING CENTER

CONTRACT

This agreement made and entered into this__________day of __________,

19___ by and between the Board of Trustees of ____________________ Library

and the Eastern Shore Book Processing Center.

THE EASTERN SHORE BOOK PROCESSING CENTER AGREES:

1. To emplby the necessary staff to direct and carry on the work of the Center.
2. To compile the orders from participating libraries and route them to the jobbers and publishers offering the best price and service, recognizing that each participating library shall have and enjoy unqualified freedom of choice in selection of materials purchased on its behalf.
3. To receive, catalog, and process all books ordered through the Center in accordance with accepted library practices.
4. To make shipments of processed books weekly to participating libraries by U. S. mail.

THE ______________________________ BOARD OF LIBRARY TRUSTEES AGREES:

1. To spend a minimum of $____________ of its book budget through the Center.
2. To pay to the Center a service charge of 75 cents for each book ordered, cataloged, and processed, plus the dealer charge for the cost of each volume; to make such payments monthly upon receipt of a statement from the Center.
3. To accept the manner and style of centralized processing, including cataloging and classification procedures and the procedures and forms for ordering that have been established by the Center.

IT IS AGREED BY BOTH PARTIES:

That this contract shall endure until ____________________________ and may be deemed renewed automatically for each succeeding fiscal year with such changes in amount of book funds expended and processing charges as may be agreed upon but may be amended subject to agreement of both parties or terminated by any party by notice in writing given not less than 90 days prior to the end of the contract period.

IN WITNESS WHEREOF: these parties have caused this agreement to be executed

as of this ________________________________.

____________ Date	________________ County	______________________________ President, Board of Library Trustees
		______________________________ County Library Administrator
____________ Date	Eastern Shore Book Processing Center Wicomico County Library	______________________________ President, Board of Library Trustees

GRAND TRAVERSE AREA LIBRARY FEDERATION

LIBRARY SERVICE CONTRACT

THIS AGREEMENT, made this______ day of ____________ 196 __, by and between the Board of Trustees of the Traverse City Public Library, party of the first part, and the ___________________________________, a member of the Grand Traverse Area Library Federation, a party of the second part, is as follows:

WHEREAS, the party of the first part has available at this time for loan to area libraries some 19,000 library books, 8,500 of which are furnished to it by the Michigan State Library; and 10,500 owned by the Federation; 500 Recordings; Films on rental basis, $1.00 per showing.

WHEREAS, second party desires to make use of the aforesaid library books and desires to reimburse first party for its costs in servicing the library and in providing for the acquisition of additional volumes to be added to the Grand Traverse Area Library Federation collection.

THEREFORE: Party of the second part agrees that it will during the life of this contract, pay to the party of the first part on or before July 1, 196 __, the sum of .30¢ per capita of its population, per year, based upon the latest federal census.

Party of the first part agrees that from the funds paid to it by second party and other area libraries it will purchase and process additional volumes to be added to the book collection of the Federation; to rebind books as needed; to fill interlibrary loan and reference requests; in-service training for its librarians.

The party of the first part agrees to purchase and process new books for the party of the second part at a cost to said party of the discounted price of the books, plus .30¢ per volume, payable within 30 days of billing by the party of the first part.

For the payment of $1.56 per month for the maintenance of the library car, party of the second part will receive visits to the member libraries and professional aid as requested; transportation of book loans between the Traverse City Public Library and the member libraries.

This contract shall remain in effect from July 1, 196 ___ through June 30, 196 ___, but may be renewed annually thereafter, in writing, by the mutual action of the parties hereto.

It is also agreed between the parties hereto that at the expiration of the term of this contract, or any renewals thereof, that the volumes which have been purchased by party of the first part for the Grand Traverse Area Library Federation collection shall be divided among the area libraries that have joined into agreements similar to this agreement and in proportion to the all past payments made by the participating area libraries.

First party agrees that it will keep an accounting of all payments made to it by party of the second part and all other area libraries that execute similar agreements, and that it will also keep an accounting of all books purchased; that it will loan, upon request, to second party here-in and other libraries executing similar agreements, such volumes as it may have available.

IN PRESENCE OF:	BOARD OF TRUSTEES OF THE TRAVERSE CITY PUBLIC LIBRARY
____________________	by: ____________________ Chairman
____________________	by: ____________________
____________________	____________________
____________________	by: ____________________ Chairman
____________________	by: ____________________

CONTRACT

This agreement made and entered into this ____________ day of __________, 196___, by and between the Board of Trustees of ____________________ Library, Party of the First Part, and the Library Services Center of Missouri, Party of the Second Part,

WITNESSETH AS FOLLOWS:

1. The Party of the Second Part, in consideration of the promises and undertakings of the Party of the First Part hereinafter set forth, promises and agrees to furnish to the Party of the First Part ordering, cataloging and processing service of books for the library maintained and operated by the Party of the First Part.

2. The Party of the First Part, in consideration of the promises and undertakings of the Party of the Second Part herein set forth, promises and agrees to order 75c/o of its annual addition of books through the Library Services Center of Missouri and to pay for said service as hereinafter provided.

3. It is mutually understood and agreed that this contract is made upon the following terms and conditions:

A. This contract shall continue in force and effect unless written notice of the intention to terminate this agreement shall be given by either party to the other on or before the first day of October of any year. In the event notice of intention to terminate shall be given as herein provided, then this contract shall terminate on the 31st day of December following the giving of said notice. This right of termination, however, shall not exist prior to December 31, 1961.

B. The sum to be paid by the Party of the First Part shall be the dealer's charge for the book plus the number of volumes ordered, cataloged and processed by the corporation for the Party of the First Part multiplied by 75 cents ($.75). Such payment shall be made monthly upon presentation of a statement by the Center.

C. It is understood and agreed that ordering service shall consist of placing an order for materials selected for purchase, that cataloging service shall include the classifying, cataloging and furnishing prepared catalog cards for the selected books, and that processing selected books shall include pasting card pockets, preparing check-out cards, delivering books and cards to the Party of the First Part, and such other services in connection with the receipt and preparation of books for use in the library of the Party of the First Part as the Party of the Second Part may from time to time be able to perform.

D. The execution of this agreement by the parties hereto shall entitle the Party of the First Part to designate two representatives as members of the corporation of the Library Services Center of Missouri, which may be either a trustee or a librarian.

E. In the event the Party of the First Part shall not pay the sum required to be paid within thirty days of the date of billing, service will automatically be suspended until such time as said payments are paid to date. However, it is expressly understood and agreed that such delinquency prior to December 31, 1961, shall not relieve the Party of the First Part of its obligations under this contract.

IN WITNESS WHEREOF, the Board of Trustees of ______________________ has caused these presents to be executed by its President and attested by its Secretary, and the Library Services Center of Missouri has caused these presents to be executed by its President and attested by its Secretary this _____ day of __________________, 196___.

BOARD OF TRUSTEES OF

Attest: __________________________Library

______________________________ By ______________________________
Secretary President

Attest: LIBRARY SERVICES CENTER OF MISSOURI

______________________________ By______________________________
Secretary President

Cooperative Processing Contract

AGREEMENT

THIS AGREEMENT, made and entered into this ____________________ day of ____________________ 19_______ by and between Nevada State Library, hereinafter referred to as First Party, and ______________________________ Library, hereinafter referred to as Second Party.

WITNESSETH:

WHEREAS, pursuant to NRS 378.080 and 379.150, the First and Second Parties have established a Cooperative Processing Center for the following purposes:

(1) To provide to participating libraries the benefits of cooperative cataloging service on the basis of shared costs;

(2) To increase the opportunity for greater public service on the part of librarians and other staff members through release of personnel from such cataloging and processing responsibilities;

(3) To promote efficiency through work simplification and economy through larger discounts on the basis of centralized purchasing; and

WHEREAS, the First Party is willing and prepared to perform the following functions and responsibilities, in connection with the operation of said Cooperative Processing Center, for and on behalf of participating libraries:

(1) To accept and place orders for purchase of library books desired by participating libraries, and to catalog and process books purchased through such placement of orders;

(2) To arrange and schedule meetings which may be deemed necessary or desirable by participating members and/or the Center for the discussion of cataloging problems and policies for effective operation and service from the Center.

WHEREAS, the Second Party is desirous of and willing to participate in the operations, functions, services and cost of said Cooperative Processing Center, as hereinabove described and set forth;

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. In accordance with policy mutually agreed to by participating libraries, and on forms established for that purpose, the Second Party agrees to submit to the said Center orders for the purchase of books on its behalf by said Center, in an approximate amount of $__________ for the fiscal year 19____ on a biweekly order schedule.

2. In accordance with policy mutually agreed to by participating libraries, Second Party agrees that book selection shall be in conformity with Part III, Book and Nonbook Materials, found in Nevada Guidelines to the Use of INTERIM STANDARDS FOR SMALL PUBLIC LIBRARIES and PUBLIC LIBRARY SERVICE;

3. The Second Party will attend, or be represented at meetings as scheduled by the Center, for consideration and discussion of Center and other-related problems, the number of any such meetings not to exceed three per year.

4. The Second Party will, on or before January 1, 19____, pay to the First Party, the sum of $__________ as its contributive share of the costs of maintenance and operation of said Cooperative Processing Center and the rendition of the above described services to the Second Party by said Center.

5. The First Party hereby expressly agrees, in good faith, to exercise its best efforts to perform and render the services, and to secure and achieve the benefits and advantages from operation, and functioning of said Cooperative Processing Center, hereinbefore described and set forth, for participating libraries, including the Second Party.

6. The First Party will reimburse the Second Party with Federal funds available under the Library Services and Construction Act in the amount of $________ during fiscal 19____ to cover costs of participation under the Library Services and Construction Act.

7. The parties hereto mutually understand that this agreement shall be deemed to be effective for the period beginning July 1, 19_____, and ending June 30, 19______.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their signatures the date and year first above written.

____
State Librarian Nevada State Library

____
Chairman, Board of Trustees

______________________________Library

THIS AGREEMENT

Made and entered into this day of December, 1965, by and between

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY, a domestic corporation, with head office in the City of Buffalo, County of Erie, State of New York,

Party of the first part,

and

hereinafter known as the "Public Library",

Party of the second part

WITNESSETH

WHEREAS, the "Public Library" was granted a provisional charter by the Board of Regents of the State of New York on the day of and said "Public Library" having been duly registered with the Board of Regents of the State of New York on the day of and

WHEREAS, the "Public Library" is now furnishing library privileges to the people of the County of Erie, New York, pursuant to a contract with the Buffalo and Erie County Public Library dated the day of December, 1964, and

WHEREAS, the Buffalo and Erie County Public Library was organized pursuant to the provisions of Chapter 768 of the Laws of 1953 of the State of New York, and has received its charter from the Board of Regents of the State of New York and is authorized by the provisions of said Chapter 768 of the Laws of 1953 of the State of New York to enter into this contract with the "Public Library":

NOW, THEREFORE

For and in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

FIRST: The "Public Library" will furnish free library privileges to the people of the County of Erie during the term of this agreement.

SECOND: The books and pamphlets constituting the circulating and reference library of the "Public Library" shall be loaned in accordance with the rules and regulations of the Buffalo and Erie County Public Library in force from time to time, to any person holding a library card duly issued by the Buffalo and Erie County Public Library or any other library within the County of Erie, which, by contract with the Buffalo and Erie County Public Library, has agreed to furnish library privileges to the people of the County of Erie. A copy of the existing rules and regulations will be delivered to the "Public Library" with this contract and whenever a change in said rules and regulations is made a copy of such change will be delivered to the "Public Library".

THIRD: The "Public Library" will cooperate with the Buffalo and Erie County Public Library by accepting for return, under such rules and regulations as may be promulgated by the Buffalo and Erie County Public Library, books issued by any library within the County of Erie which has, by agreement, contracted with said Buffalo and Erie County Public Library to furnish library privileges to the people of the County of Erie.

FOURTH: The "Public Library" will cooperate with the Buffalo and Erie County Public Library by accepting for return, under such rules and regulations as may be promulgated by the Buffalo and Erie County Public Library, books of said "Public Library" returned to any library within the County of Erie, which has, by agreement, contracted with said Buffalo and Erie County Public Library to furnish library privileges to the people of the County of Erie.

FIFTH: The Buffalo and Erie County Public Library shall furnish to the "Public Library" all books, pamphlets, periodicals, audio-visual and other library material as may be requisitioned from time to time during the contract period by the "Public Library" to the extent of the funds set forth in "Exhibit A" (Item 207, Books) and included in the budget of the Buffalo and Erie County Public Library for such purpose. The Buffalo and Erie County Public Library shall furnish equipment requisitioned from time to time during the contract period by the "Public Library" to the extent of the funds set forth in "Exhibit A" (#200 items, except #207, Books) and included in the budget of the Buffalo and Erie County Public library and as approved by the Buffalo and Erie County Public Library Director. The Buffalo and Erie County Public Library also shall furnish necessary supplies (such as office, janitorial and electrical supplies) requisitioned from time to time during the contract period by the "Public Library" and as permitted by the budget of the Buffalo and Erie County Public Library and as approved by the Buffalo and Erie County Public Library Director. All such purchases of books, pamphlets, magazines, library material and equipment of every nature and description whatsoever shall become the property of the County of Erie, provided, however, that the "Public Library" shall have the custody and use thereof so long as it shall continue to render public library service to the people of the County of Erie.

SIXTH: The printed books, pamphlets and other documents constituting the circulating and reference library of the "Public Library" shall be made available for use and distribution by the other libraries within the County of Erie, which, by agreement with said Buffalo and Erie County Public Library, have contracted to furnish library privileges to the people of the County of Erie. The loan and use of the aforesaid books, pamphlets and other documents of the "Public Library" shall at all times be subject to its decisions, rules and regulations; and it may accept books from the aforesaid libraries on loan or otherwise to augment the various services it now renders to the public.

SEVENTH: The "Public Library" has submitted to the Buffalo and Erie County Public Library an itemized estimated budget in the form required by the Buffalo and Erie County Public Library and the Erie County Budget Director of the sum of money deemed necessary to meet the expenditures of the "Public Library" for the calendar year 1966. Such estimate submitted by the "Public Library" sets forth in detail all estimated income of said "Public Library" from all sources.

EIGHTH: The Buffalo and Erie County Public Library has examined the itemized estimated budget submitted by the "Public

Library" as recited in paragraph "Seventh" of this agreement, and has approved the same with modifications, and a summary of said budget is hereto annexed and made a part of this agreement and marked "Exhibit A".

NINTH: The Buffalo and Erie County Public Library shall pay or cause to be paid to the "Public Library" the sum of

in equal quarterly installments in advance on January 1st, 1966, April 1st, 1966, July 1st, 1966 and October 1st, 1966 to be used for the express purposes set forth in the annexed budget summary ("Exhibit A") for the year commencing January 1st, 1966 and ending December 31, 1966, as specified in budget items #110, Salaries, #111, Wages, and #400, Expenses, with the exception of #405.08, Retirement Contributions. It is mutually agreed by the parties hereto that payment by Erie County to the New York State Retirement Fund for the employees of the "Public Library" shall be deducted from the amount provided in the budget of the "Public Library" for such purposes (Item #405.08) in the attached budget.

TENTH: Income from endowment funds for the year 1966 may be expended by the "Public Library" for any purpose except salaries or wages, and if not so expended may be retained by the "Public Library".

ELEVENTH: All transfers of funds within the said budget of the "Public Library" shall be made only after first obtaining the written approval of the Buffalo and Erie County Public Library.

TWELFTH: The Comptroller of the County of Erie and his deputies and the Director of the Buffalo and Erie County Public

Library and his deputies shall at all times have access to the books, records and accounts of the "Public Library" for the purpose of examination and audit.

THIRTEENTH: The Buffalo and Erie County Public Library may survey the work of the "Public Library" and may make recommendations with respect to personnel, book collections, space and scope County and character of its services to the public so that all the libraries in the County of Erie will be coordinated, and duplication of services eliminated. The "Public Library" shall assist in making any such survey by furnishing necessary personnel and making available its records. No such recommendations, however, shall be enforceable unless accepted and acted upon by the Board of Trustees of the "Public Library".

FOURTEENTH: Before any vacant position listed in the "Public Library's" budget under #110, Salaries, shall be filled, said "Public Library" shall apply to the Director of the Buffalo and Erie County Public Library for authorization. The Director of the Buffalo and Erie County Public Library shall, if he deem it necessary, cause the nature of the position to be investigated and the "Public Library" if requested, shall provide a list of the duties of the position. The Director of the Buffalo and Erie County Public Library shall either grant or deny the request by a certificate in writing within ten days, provided, however, that in the event he denies the request, the "Public Library" may appeal to the Board of Trustees of the Buffalo and Erie County Public Library which may, after a hearing either grant or deny such request. All persons hereafter appointed to the staff of the "Public Library", or promoted to a higher grade, shall receive for the year covered by this contract the minimum salary of the grade to which appointment or promotion is made except as otherwise provided by the Buffalo and Erie County Public Library. However, to the extent permitted by law and Civil Service Regulations, any employee of Buffalo and Erie County Public Library, or any library contracting with the Buffalo and Erie County Public Library, may transfer from one library to another in the same grade of position and shall receive the same salary paid by the former library, including any earned increments. Prior approval to such transfer shall be given in writing by both libraries concerned and notice thereof given to the Director of the Buffalo and Erie County Public Library. The salary ranges for all grades are attached to and made a part of this contract and marked "Exhibit A". The "Public Library" shall adhere to the salary scale contained in said "Exhibit A" unless permitted to depart therefrom by the Buffalo and Erie County Public Library. Within five days after the end of each pay period of the "Public Library" said library shall forward a copy of its payroll to the Director of the Buffalo and Erie County Public Library.

FIFTEENTH: It is mutually agreed by the parties hereto that the Buffalo and Erie County Public Library shall order, catalogue, classify, finish, bind and repair the books and periodicals for use by the "Public Library".

SIXTEENTH: This contract shall continue in force for the calendar year 1966.

THIS AGREEMENT is made and executed pursuant to a resolution of the Board of Trustees of the Buffalo and Erie County Public Library duly adopted on the 21st day of October, 1965, and pursuant to a resolution of the Board of Trustees of the "Public Library" duly adopted on the   day of December, 1965.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their duly authorized officers and their corporate seals to be hereunto affixed the day and year first above written.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

By ______________________________
Chairman of Board of Trustees
Party of First Part

____

By ______________________________ (L.S.)
President, Board of Trustees
Party of Second Part

LIBRARY SERVICE CONTRACT

Agreement made between FINGER LAKES LIBRARY SYSTEM (herein called the System), and

(herein called Member Library) a (public) (association) library and member of said System, both corporations chartered by the Regents of the University of the State of New York under the Education Law:

The System agrees, to the extent of staff and facilities available:

1. To provide from time to time the use of rotating book collections.
2. To purchase, through its central purchasing facilities, books and phonograph records requested by the Member Library, the cost thereof to be paid by the Member Library. It is expected that such cost will be billed directly to the Member Library by the supplier, and paid directly to such supplier.
3. To catalog, classify and prepare for use all books and phonograph records purchased by or furnished to the Member Library, including the provision of appropriate author, title and subject cards, plastic jackets for books where feasible, and record holders for phonograph records.
4. At the discretion of the System, to provide mending of books on a selected basis.
5. To provide periodic delivery service of books and materials between the System headquarters and the Member Library.
6. To maintain a union catalog of all materials hereafter added in all libraries of the System.
7. To pay to the Member Library annually, in lieu of the $100.00 grant now provided under Section 271 of the Education Law, either $300.00 or 20% of its total expenditures for books, periodicals and binding in the previous calendar year; whichever is greater. To qualify for the cash grant, however, the Member Library must meet two conditions:

a. the Member Library must be open to the public at least six (6) hours per week.

b. the Member Library must expend at least $200.00 for books, periodicals and binding from its own funds; this expenditure to be exclusive of, and in addition to, the $100.00 in non-fiction books received annually from the System.

Cash grant funds shall be unrestricted, but it is recommended that they be used for the purchase of books, if possible.

8. To give to the Member Library annually non-fiction books, to be selected by the Member Library, of the value of $100.00.

9. Through its field consultant staff to advise the Member Library upon request in matters of book selection, weeding of book collections, improvement of existing services, initiation of new services, library publicity, and library management and improvement generally.

10. To conduct at least two system-wide program meetings annually, open to the staff of the Member Library, on techniques and practices of basic librarianship, and at least one program meeting annually, open to the trustees of the Member Library, on the responsibilities and problems of Library Trustees.

11. To assist the Member Library to obtain needed books or materials from the System stock, or from other libraries in the System, or from the New York State Library.

The Member Library agrees:

1. To accept borrower's cards issued by any member library, bookmobile, deposit station or other public service agency of the System, to be honored on the same basis applicable to card holders of the Member Library.

2. To furnish to the System insofar as it is feasible, lists (titles and

authors) of any books which it may hereafter acquire otherwise than through the System.

3. To lend books from its collection to other member libraries of the System on request transmitted through System headquarters.

4. To make every reasonable effort to secure continued support from local funds in an amount equal to or greater than the amounts presently received.

This agreement shall remain effective until December 31, 1965 and thereafter shall continue in effect from year to year unless terminated by either party on at least 60 days written notice to the other; but unless otherwise mutually agreed, no such termination shall take effect until the end of the year in which such notice is given.

The cash grants and book grants herein provided shall be for calendar years. If the Member Library shall have been a member of the System for less than a full calendar year, said grants may be pro-rated for such year at the discretion of the Board of Trustees of the System.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be signed by their respective authorized officers this ______________ day of

________________________________, 19_____.

FINGER LAKES LIBRARY SYSTEM

By ________________________________
President

MEMBER LIBRARY

____

By ________________________________
Title

Revised January 1965

NASSAU LIBRARY SYSTEM

CONTRACT

THIS AGREEMENT, made this ______ day of ____________, 196__, by and between ____ a library chartered by the Board of Regents of the University of the State of New York, located at ____________________, party of the first part, and the NASSAU LIBRARY SYSTEM, a cooperative library system chartered by the Board of Regents of the University of the State of New York, with the Service Center at Hempstead, New York, party of the second part;

WITNESSETH:

WHEREAS, the parties hereto desire to contract for the exchange of service with the NASSAU LIBRARY SYSTEM,

NOW, THEREFORE, it is mutually agreed by and between the parties herein as follows:

SCOPE OF SERVICES

1. That the NASSAU LIBRARY SYSTEM will maintain a Service Center to furnish the following services to member libraries:

    a) operation and maintenance of a Union Catalog; coordination of interlibrary loan of materials throughout the System; securing of materials for interlibrary loan from other sources when not available in the System; a regularly scheduled motor delivery service for interlibrary loans and other materials;

b) central reference services, consisting of acquisition and maintenance of books and materials purchased in accordance with the relevant provisions of the Education Law of the State of New York for loan to member libraries or use by member library patrons; telephone reference services to member libraries from the Service Center;

c) children's young adult, and adult consultant services, consisting of assistance in book selection through scheduling of book review sessions; publication of book selection lists for optional use by member libraries; and services outlined in paragraph 3;

d) audio-visual consultant services, including maintenance of a 16 mm film collection for loan of films to organizations within member library service areas; publication of a film catalog for distribution by member libraries; and services outlined in paragraph 3;

e) public relations services, consisting of advisory functions, preparation of booklists for use by member libraries; and services outlined in paragraph 3;

f) purchasing, cataloging and processing of books for member libraries in accordance with paragraph 4.

2. That there shall be no charge to any library that is a member of the NASSAU LIBRARY SYSTEM for any use of the Union Catalog or for any services. Charges for cost of supplies used in processing may be made upon mutual agreement of the majority of member libraries; the charge established shall be stated in the form of a letter addendum to this contract issued by the Service Center and indicating that the charge set forth has been established as a result of majority agreement of member libraries. The procedure outlined in paragraph 9 shall be followed if the charges established are to be changed.

3. That appropriate members of the Service Center staff, if requested to do so, will advise and counsel with party of the first part concerning its library and/or book acquisitions program in order to help it determine how it may improve and increase its services.

4. That the Service Center will purchase, catalog and process books for party of the first part in accordance with the following:

> Party of the first part shall have and enjoy unqualified freedom of choice in the selection of books to be purchased on its behalf. The Service Center may place purchase orders with any vendor of its own choosing for the purpose of obtaining maximum discounts and most favorable delivery dates. Party of the first part agrees to pay the actual cost of books purchased in its behalf to the vendor upon proper billing. Nothing herein shall be construed as a limitation on the right of the party of the first part to buy and process its own books itself or through agents of its own choosing. However, it is agreed that records of all non-fiction materials for adult collections purchased separately or received as gifts by party of the first part will be furnished to the Service Center for inclusion in the Union Catalog.

5. That the services noted above may be withdrawn, curtailed or added to from time to time as circumstances require, provided that the procedure outlined in paragraph 9 shall be followed.

MUTUAL OBLIGATIONS AND RESPONSIBILITIES

6. a) That party of the first part will make available to any member library of the NASSAU LIBRARY SYSTEM any of its circulating books and other library materials (except books and materials held under trust agreements to the

contrary), under such terms and conditions as mutually agreed upon by member libraries of the NASSAU LIBRARY SYSTEM in accordance with the procedure for interlibrary loans prescribed in the Code of Service attached hereto and made a part hereof.

b) That any books, materials or periodicals purchased by party of the first part out of trust moneys and appropriately marked as having been so obtained, shall not come within the purview of this contract should it appear to Board of Trustees of party of the first part that such non-discretionary use by non-residents of the area for which it was established would violate the terms of the will or instrument establishing said trust.

7. That, in lieu of the grants formerly received by individual libraries from the State of New York, the NASSAU LIBRARY SYSTEM will pay to each of its member libraries, including party of the first part, the sum of one hundred dollars ($100.00) annually for each registered library or branch, to be used by party of the first part for the purchase of books.

8. a) That party of the first part will provide requisite information to enable party of the second part to keep records, make reports and furnish such information to the Commissioner of Education as may from time to time be required to comply with the requirements of the Education Law of the State of New York and in particular with the regulations of the Board of Regents of the University of the State of New York, to qualify the NASSAU LIBRARY SYSTEM for State Aid.

b) That both parties will comply with all Regulations of the Commissioner of Education, promulgated under subdivision 6, section 272 of the Education Law, relating to cooperative library systems.

9. That party of the second part shall notify member libraries 60 days in advance of any proposed addition, curtailment or termination of any service, or changes in charges for supplies. Any such changes shall not become effective if a majority of libraries then members of the NASSAU LIBRARY SYSTEM file written objections to said changes within 60 days from the date of said notification. Party of the second part further agrees to make known to other member libraries a request from a member for such a change. If party of the second part shall certify that sufficient funds are not available, no additional service submitted for consideration by a member library shall be instituted.

10. That party of the second part shall:

a) at the annual meeting of the NASSAU LIBRARY SYSTEM, distribute a summary of receipts and expenditures of its previous budget compared with budget as originally proposed.

b) distribute to member Library Boards a copy of its proposed budget 30 days prior to its adoption by party of the second part, it being agreed that party of the second part has responsibility for preparation of said budget and allocation of funds within said budget.

TERMINATION

11. That the term of this contract shall be for a period ending December 31st of each year, and that it shall be renewed for each subsequent year upon the same terms and conditions, unless written notice of termination is served personally or by mail by one of the parties hereto upon the other at least 60 days prior to the end of the year.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and sealed the day and date first above written.

____

By__________________________________
(Authorized Officer)

THE NASSAU LIBRARY SYSTEM

By__________________________________
President

1960

PIONEER LIBRARY SYSTEM

CONTRACT

WITNESSETH THIS AGREEMENT, made this ________ day of ______________ 1960, by and between the MONROE COUNTY LIBRARY SYSTEM, a library system established by the Board of Supervisors of the County of Monroe, chartered by the Board of Regents of the University of the State of New York, with offices at 115 South Avenue, Rochester, Monroe County, New York, party of the first part, and ____, a library system established by ____ ________________, chartered by the Board of Regents of the University of the State of New York, located at ________________________________, party of the second part.

WHEREAS, libraries in Monroe County, Wayne County, Livingston County, Ontario County and Wyoming County respectively, have heretofore joined together to form federated or cooperative library systems, and

WHEREAS, the Boards of Trustees of said library systems have expressed the intention of forming a multi-county federated library sytem to be called the Pioneer Library System in order to obtain the benefits of such a system as provided by law, and

WHEREAS, the party of the first part stands ready to make available to member libraries of the party of the second part certain books and materials on inter-library loand and has entered into a contract with the City of Rochester whereby the City of Rochester has agreed to perform centralized book processing on behalf of the party of the first part for the libraries of the party of the second part and for the purposes of this agreement centralized book processing is defined as: the ordering, cataloguing, mending and preparation of books for use, and

WHEREAS, the party of the second part desires to make available to its member libraries the centralized book processing and inter-library loan service offered by the party of the first part.

NOW, THEREFORE, in consideration of the conditions, covenants and agreements hereinafter expressed and pursuant to the provisions of Article 5 of the Education Law, it is mutually agreed by and between the parties herein as follows:

(1). That the obligations of this contract are contingent upon the approval of the plans of library service by the member library systems of the Pioneer Library System by the Commissioner of Education of the State of New York.

(2). That both parties will by contract require its member libraries to permit any resident of the area presently or at any time during the period of this contract served by the Pioneer Library System to borrow books and other library material circulated by it according to its rules without discrimination because of his place of residence.

(3). That the party of the second part agrees to pay annually to the party of the first part a sum of Five Hundred Dollars ($500.00) to reimburse the Rochester Public Library, the central library of the Pioneer Library System, for its loss of annual non-resident borrowers' fees.

(4). That the party of the second part agrees to pay annually to the party of the first part for centralized book processing services fifty cents (50¢) for each one dollar spent by it or by any of its member libraries on books and binding. In determining the cost, this excludes the amount of money spent by member libraries in direct purchases of materials (books and binding) that were not processed centrally by the Rochester Public Library.

(5). That the party of the second part agrees to provide delivery service between its member libraries and the Rochester Public Library for all processed books and all books and materials on inter-library loan.

(6). That the party of the second part agrees to pay annually to the party of the first part twenty cents (20¢) for each book received by it or any of its member libraries on inter-library loan from the Rochester Public Library only through the Monroe County Library System. This payment is to be for the purpose of purchasing books for the Rochester Public Library which are in demand as a result of inter-library loan. The party of the second part further agrees to pay to the Monroe County Library System the cost of personal services required to process inter-library loans for it and its member libraries. This payment is to be computed on the number of requests for inter-library loans made by each system, using percentages in the method of calculations.

(7). That the party of the second part agrees to pay the full amount owing to the party of the first part under the provisions of paragraph 4 and 6 hereof for each calendar year on or before July 1st of that year and said amount to be based on the estimated expense for the calendar year and adjusted for accuracy at the end of said calendar year. The party of the second part agrees to pay the party of the first part any balances owing to it from the previous calendar year on or before May 1st of the succeeding calendar year. The party of the first part will credit any balances owing to the party of the second part hereunder on or after January 1st of any year to the account of the party of the second part for said year.

(8). That the party of the first part agrees to furnish all supplies needed for the centralized book processing furnished to the party of the second part.

(9). That the party of the first part agrees to furnish to the party of the second part and to its member libraries on inter-library loan such books and other materials as are available to it.

(10). That the party of the first part agrees that the party of the second part and each of its member libraries shall have and enjoy unqualified freedom of choice in the selection of books and periodicals purchased on its behalf. The party of the first part may place purchase orders for such books and periodicals with any vendor of its own choosing for the purpose of obtaining maximum discounts or most favorable delivery dates. The party of the second part agrees to pay to the vendor thereof the actual cost of all books and periodicals purchased on its behalf at such time and in such manner as required by the said vendor upon proper billing.

(11). That the party of the second part agrees to submit orders for the purchase of books and periodicals on forms in the manner and at times to be established by the party of the first part. It further agrees to accept the manner and style of centralized book processing and mending including cataloguing and classification system and choice and quality of materials used as determined by the party of the first part to submit books for mending on a schedule to be established by the party of the first part in conjunction with a similar schedule for the other participating libraries based on the relationship of the current book purchases of each participating library to total book purchases.

(12). That upon execution this contract shall supersede and make null and void any previous contract between the parties hereto.

(13). That the term of this contract shall be for a period ending December 31, 1961, after which it shall be automatically renewed for a period of one year and thereafter from year to year upon the same terms and conditions, unless written notice of termination is served personally or by mail by one of the parties hereto upon the other at least twenty days prior to the renewal date of any year.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and sealed the day and date first above written.

MONROE COUNTY LIBRARY SYSTEM

By____________________________
(Chairman

____

By____________________________
(Authorized Officer)

STATE OF NEW YORK)
COUNTY OF__________) SS:

On the _____day of____________________1960, before me, the subscriber, personally came__________________________________to me known, who being by me duly sworn, did depose and say that he resides in __________________________________; that he is the__________________ of the Board of Trustees of the______________________________________, the library system described in and which executed the above instrument; that he signed h name hereto by order of the Board of Trustees of said Library system, and that said system has no seal.

____

TATE OF NEW YORK)
OUNTY OF MONROE)

On the _____day of________________________1960, before me, the
ubscriber, personally came CATHERINE BOTT, to me known, who being by me
uly sworn, did depose and say that she resides in the Town of Rush, that
he is the Chairman of the Board of Trustees of the Monroe County Library
ystem, the library system described in and which executed the above in-
trument; that she signed her name hereto by order of the Board of Trustees
f said library system, and that said system has no seal.

____

ONTARIO COOPERATIVE LIBRARY SYSTEM

CONTRACT WITH MEMBER LIBRARIES

WITNESSETH THIS AGREEMENT, made this day_____ of __________19___

by and between____

a public library chartered by the Board of Regents of the University of the State of New York, located at_____________________________ party of the first part, and the Board of Trustees of the Ontario Cooperative Library System, a cooperative library system established under Education Law Section 255 and chartered by the Board of Regents of the University of New York, party of the the second part.

WHEREAS the parties hereto desire to contract for the exchange of services exclusively and the Ontario Cooperative Library System is in no way to participate in the management of the physical property of ____________________________

____and

WHEREAS the party of the second part has or is about to join the Pioneer Library System by entering into contracts with the Monroe County Library System and the Wayne County Library System to provide for free borrowing privileges to all the residents of the area served by the Pioneer Library System and for the performance of centralized book processing and inter-library loan services on behalf of their member libraries,

NOW THEREFORE, in consideration of the conditions, covenants and agreements hereinafter expressed, it is mutually agreed by and between the parties herein as follows:

1. That the obligations of this contract are contingent upon the approval of the Ontario Cooperative Library System Plan by the Commissioner of Education of the State of New York and the receipt of state aid by the party of the second part under the provisions of Section 273 of the Education Law.

2. That the ____ (party of the first part) will permit any resident of the area served by the Pioneer Library System to borrow books and other library materials circulated by it according to its rules without discrimination because of his place of residence and that under the aforementioned contracts with the Monroe County Library System and Wayne County Library System any card holder of the ____ ____ may borrow books and other library materials directly from the Rochester Public Library or any other library in the Pioneer Library System under similiar conditions or in accordance with the policy of said library.

3. That the ___________________________________ (party of the the first part) will make available upon specific request to any participating library in the Pioneer Library System any of its books and other library materials, except books and materials held under trust ag reements to the contrary,upon such terms and conditions as the Ontario Cooperative Library System shall prescribe for library loans among participating libraries.

4. That any books,materials,or periodicals purchased by the Member Library out of trust moneys and appropriately marked as having been so obtained, shall not come within the purview of this contract should it appear to the Board of Trustees of Member Library that such non-discretionary use by non-residents of the area for which it was established,would violate the terms of the will or other instrument establishing said trust.

5. That the Monroe County Library System has,by contract,agreed to perform centralized book processing and inter-library loan services for the party of the second part and its participating libraries; that for the purpose of this agreement centralized book processing is defined as, ordering,cataloging,mending, and preparation of books and periodicals for use by the libraries of the Ontario Cooperative Library System in accordance with the regulations of the Commissioner of Education.

6. That the Monroe County Library System has, by contract agreed to furnish all supplies,including plastic jackets,needed for centralized book processing and inter-library loan services.

7. That the Ontario Cooperative Library System agrees to pick up and deliver books from Rochester,New York, to the member libraries of the Ontario Cooperative Library System with consideration for the requirements of all the participating libraries in said plan.

8. That the Ontario County Library System has,by contract,agreed that member library shall have and enjoy unqualified freedom of choice in the selection of books to be purchased on its behalf.The Monroe County Library System may place orders with any vendor of its own choosing for the purposes of obtaining maximum discounts or most favorable delivery dates. Member Library agrees to pay the actual cost of books and periodicals purchased on its behalf to the vendor thereof at such time and in such manner as required by the said vendor upon proper billing. Nothing herein shall be constued as a limitation on the right of the ____________________ Library to buy,process and mend its own books itself or through agents of its own choosing.However,it is agreed that records of all books purchased separately or received as gifts by the__________________________Library will be furnished to the Monroe County Library System.

9. That the Member Library agrees to submit orders for purchase on forms,in the manner and at times to be established by the Monroe County Library System,and agrees to accept the manner and style of centralized book processing,including cataloging and classification system and choice and quality of materials used,as determined by the Monroe County Library System,and to submit books for mending on a schedule to be established by the Ontario Cooperative Library System in conjunction with a similiar schedule for the other participating libraries based on the relationship of the current book purchases of each participating library to total book purchases under the centralized plan.

10. That the Ontario County Library System will advise and counsel with Member Library concerning its library program and book selections and cooperate with it to improve and increase its services.

11. That it is understood and agreed that all of the services involved in the purchasing,cataloging and preparation of books will be furnished the Ontario Cooperative Library System through a contract with the Monroe County Library System.

12. That the ____
hereinafter agrees to comply with all regulations of the Board of Regents of the University of the State of New York promulgated under Section 272 of the Education Law.

13. That the Member Library will keep records,make reports and furnish information to the Ontario Cooperative Library System as it may from time to time require.

14. That the Ontario Cooperative Library System will furnish the Commissioner of Education of the State of New York with information and reports as required by law to qualify the Ontario Cooperative Library System for state aid.

15. That the Ontario Cooperative Library System Board of Trustees will certify by voucher the eligibility of Member Library for such portion of State Aid as provided for a member library under the plan for a Ontario Cooperative Library System. Payments so certified will be made directly to Member Library. The Ontario Cooperative Library System agrees to pay annually to the Trustees of the first party a grant in money equal to 15% of the ammount spent by the member library for books,periodicals and binding during the previous calendar year, but which sum in no event shall be less than $ 200.00.

16. Member Library will agree to support its library at least to the level of the average of the previous three years.

17. That the terms of this contract shall be for a period ending December 31,1961 after which it shall be automatically renewed for a period of one year,

and thereafter from year to year upon the same terms and conditions, unless written notice of termination is served personally or by mail by one of the parties hereto upon the other at least thirty days prior to the renewal date of any year.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and sealed the day and year first above written.

____

By______________________________
(Authorized Officer)

Ontario Cooperative Library System

By______________________________
(Chairman)

STATE OF NEW YORK)
COUNTY OF ONTARIO) SS:

On this______ day of __________________19____ before me, the subscriber, personally came __________________ ___________ to me known, who being by me duly sworn, did depose and say that he resides in____________ ______________________________; that he is the________________ of the Board of Trustees of the ______________________________, the library corporation described in and which executed the above instrument; that he signed _________ name thereto by order of the Board of Trustees of said library corporation and that said library has no seal.

____

STATE OF NEW YORK)
COUNTY OF ONTARIO SS:

On the _____ day of ____________________ 19___, before me, the subscriber, personally came ______________________________ to me known, who being by me duly sworn, did depose and say that resides in the Town of ________________________________ that he is the President of the Board of Trustees of the Ontario Cooperative Library System, the library system described in and which executed the above instrument; that he signed ______ name thereto by order of the Board of Trustees of said Library system, and that said library system has no seal.

____

ROCHESTER PUBLIC LIBRARY - MONROE COUNTY LIBRARY SYSTEM
CONTRACT COVERING CENTRAL LIBRARY'S SERVICES

Made this day of 1960, by and between THE CITY OF ROCHESTER, NEW YORK, a municipal corporation for its library known as the Rochester Public Library, located at Rochester, New York, party of the first part, and the Board of Trustees of the MONROE COUNTY LIBRARY SYSTEM, a library system established by the Board of Supervisors of the County of Monroe, chartered by the Board of Regents of the University of the State of New York, with offices at 115 South Avenue, Rochester, Monroe County, New York, party of the second part,

WHEREAS, the parties hereto, having heretofore contracted for the exchange of library service, now wish to renew and expand said relationship, providing however, that the Monroe County Library System shall in no way participate in the management of the physcical property of the party of the first party, and

WHEREAS, the party of the second part has joined the Pioneer Library System by entering into contracts with the Livingston County Public Library and the Wayne County Library System to provide free borrowing privileges to all residents of the three counties and for the performance of centralized book processing and inter-library loan services on behalf of their member libraries, and

WHEREAS, the party of the second part may from time to time enter into similar contracts with other library systems to enlarge the area of the Pioneer Library System; and

WHEREAS, the party of the second part, pursuant to the provisions of Article 5 of the Education Law has requested the party of the first part through the Rochester Public Library to perform centralized book processing for the party of the second part and for the participating libraries of the Monroe County Library System and the member libraries of the County Library Systems in those counties with which the party of the second part shall have contracted to provide such service, and

WHEREAS, the Council of the City of Rochester has heretofore approved the rendering of such service by the Rochester Public Library,

NOW, THEREFORE, in consideration of the conditions, covenants and agreements hereinafter expressed and pursuant to the provisions of Article 5 of the Education Law, it is mutually agreed by and between the parties hereto as follows:

1. That the obligations of this contract are contingent upon the approval of the plans of the Monroe County Library System and the Pioneer Library System by the Commissioner of Education of the State of New York and the receipt of state aid by the party of the second part under the provisions of Section 273 of the Education Law.

2. That the party of the first part will permit any resident of the area served now or at any time hereafter by the Pioneer Library System to borrow books and other library materials circulated by it according to its rules without discrimination because of his place of residence.

3. That the party of the first part will at any time and on specific request make available to any participating library in the Pioneer Library System any of its books and other library materials, except books and materials held under trust agreements to the contrary, upon such terms and conditions as the party of the second part shall prescribe for library loans among participating libraries.

4. That any books, materials or periodicals purchased by the party of the first part out of trust moneys and appropriately marked as having been so obtained, shall not come within the purview of this contract should it appear to the Board of Trustees of the party of the first part that such non-discretionary use, by non-residents of the area for which it was established, would violate the terms of the will or other instrument establishing said trust.

5. That the Rochester Public Library will perform centralized book processing for the party of the second part and for the participating libraries of the Monroe County Library System and for the member libraries of the County Library Systems with which the party of the second part shall have contracted to provide such services. For the purpose of this contract, centralized book processing is defined as ordering, cataloguing, mending and preparation of books for use.

6. Other services to be rendered by the party of the first part to the party of the second part and its member libraries only under this agreement shall include:

(a) Delivering processed materials to participating libraries; and picking up and delivering books for mending, inter-library loan, books owned by other libraries, and rotating collections of books;

(b) Poster and display services;

(c) Multilith services.

7. That the actual cost of books purchased shall be borne by the ordering library, but the personnel, equipment, supplies and office space necessary to perform the centralized book processing will be provided by the party of the first part.

8. That the party of the second part agrees to pay annually to the party of the first part for centralized processing services

fifty cents (50¢) for each One Dollar ($1.00) spent by the party of the second part and its member libraries for books and binding.

9. That the party of the second party agrees to pay annually to the party of the first part for centralized processing costs of the Rochester Public Library fifty cents (50¢) for each One Dollar ($1.00) spent by the Rochester Public Library for books and binding. This sum, which shall not exceed Sixty-three thousand Dollars ($63,000) annually, shall be paid for the year 1960 immediately upon execution of this agreement.

10. (a) That the party of the second part agrees to pay annually ta the party of the first part One Hundred Per Cent (100%) of the cost of delivery service to all member libraries of the Monroe County Library System, including salaries, supplies, maintenance and, when necessary, the replacement costs of the two delivery trucks.

(b) That the party of the second part agrees to pay annually to the party of the first part fifty per cent (50%) of its costs for poster and display services, including salaries and supplies, but excluding equipment.

(c) That the party of the second part agrees to pay annually to the party of the first part fifty per cent (50%) of the cost of duplicating services, including salaries and supplies, but excluding equipment.

11. That the party of the second part agrees to pay annually to the party of the first part for centralized processing services fifty cents (50¢) for each One Dollar ($1.00) spent for books and binding by the member libraries of the County Library Systems which are now or may become members of the Pioneer Library System in return for the centralized book processing service rendered on behalf of those libraries.

12. That the party of the second part agrees to pay annually to the party of the first part twenty cents (20¢) for each book received by member libraries of the Pioneer Library System on interlibrary loans from the party of the first part.

13. That the party of the second part agrees to pay annually to the party of the first part the sum of Five Hundred Dollars ($500) for each County Library System which is a member of the Pioneer Library System, except the Monroe County Library System, as compensation for the loss by the party of the first part of annual non-resident borrowers' fees.

14. That the party of the second part agrees to pay annually to the party of the first part One Thousand Dollars ($1,000) for rental of space occupied by the Monroe County Library System Headquarters Staff in the Rundel Memorial Building. The payment for the year 1960 will be made on the date of the execution of this agreement.

15. That the party of the second part agrees to pay annually to the party of the first part such portion of fifteen cents (15¢) per capita of the population of Monroe County as its expenditures on books, periodicals and binding are related to the total expenditures on books, periodicals and binding of all members of the Monroe County Library System during the previous year.

16. That the party of the first part hereinafter agrees to comply with all regulations of the Board of Regents of the University of the State of New York promulgated under Section 272 of the Education Law.

17. That the party of the first part will keep records, make reports and furnish information to the party of the second part as it may from time to time require.

18. That the party of the second part will furnish the Commissioner of Education of the State of New York with information and reports as required by law to qualify it for state aid.

19. That the party of the second part will advise and counsel with the party of the first part concerning its library program and book selections and cooperate with it to improve and increase its service.

20. Payments by the party of the second part to the party of the first part under paragraph numbers 8, 10, 11, 12, 13 and 15 shall become effective in the calendar year 1961. Payments by the party of the second part to the party of the first part under paragraph numbers 8, 9, 10, 11 and 12 shall be estimated for each calendar year on or before July 1 of that year and shall be adjusted for accuracy at the end of said calendar year. The party of the second part agrees to pay to the party of the first part any balances owing to it from the previous calendar year on or before July 1 of the succeeding calendar year. The party of the first part shall credit any balances owing to the party of the second part to the account of the party of the second part in the subsequent calendar year. The party of the second part shall certify by voucher annually to the Director of Finance of the County of Monroe the said amounts for payments, which shall be made to the party of the first part within thirty (30) days upon annual receipt of state aid payments to the party of the second part.

21. That upon execution of this contract, it shall supersede and make null and void any previous contract between the parties hereto.

22. This contract shall be effective immediately upon execution thereof and shall be for a term ending December 31, 1961, after which it shall be automatically renewed for a period of one

year and thereafter from year to year upon the same terms and conditions unless written notice of termination is served personally or by mail by one of the parties hereto upon the other no later than the first day of December of any year.

IN WITNESS WHEREOF, the City of Rochester has caused this agreement to be executed by its City Manager and its corporate seal to be hereunto affixed and the party of the second part has caused this instrument to be signed by its Chairman the day and year first above written.

THE CITY OF ROCHESTER

By________________________________
City Manager

Board of Trustees of the MONROE
COUNTY LIBRARY SYSTEM

By________________________________
Chairman

STATE OF NEW YORK)
COUNTY OF MONROE) SS.
CITY OF ROCHESTER)

On the day of 1960, before me, the subscriber personnaly came F. DOW HAMBLIN to me known, who being by me duly sworn, did depose and say that he resides in the City of Rochester; that he is the City Manager of the City of Rochester, the corporation described in and which executed the within instrument; that he knows the seal of said corporation; that the seal affixed to such instrument is such corporate seal; that it was so affixed by virtue of the statutes of the State of New York, in such case made and provided, and by Ordinance No. ____________, adopted by the Council____________________, and that he signed his name thereto by virtue of such authority

____

STATE OF NEW YORK)
COUNTY OF MONROE) SS.
CITY OF ROCHESTER)

On the day of 1960, before me, the subscriber, personally came CATHERINE BOTT, to me known, who being by me duly sworn, did depose and say that she resides in the Village of Brockport; that she is the Chairman of the Board of Trustees of the MONROE COUNTY LIBRARY SYSTEM, the library system described in and which executed the above instrument; that she signed her name thereto by order of the Board of Trustees of said Library System, and that said library system has no seal.

Region or County____________________
Library____________________________
Date_______________________________

NORTH CAROLINA STATE LIBRARY PROCESSING CENTER
APPLICATION FOR FEDERAL FUNDS

The____Library hereby applies
(Name of Library)
for a Federal aid grant for the ordering and processing of its new books at the Center.

The Library Board agrees to the following requirements:

1. Provide a catalog cabinet and keep cards filed accurately.
2. Spend a minimun of 80% per year of its book budget through the Center. (Does not apply 1959-60)
3. Spend approximately ¼ of its book budget each quarter of the year to maintain an even flow of books through the Center. (Does not apply to 1959-60)
4. Pay to the Center a service fee of 75¢ per volume processed.
5. Accept the manner and style of centralized book processing, including cataloging and classification procedures and choice and quality of materials used as determined by the Center.
6. Give written notice 60 days prior to the end of the fiscal year and return all unused Processing Center funds if there is a desire to terminate the relationship.

We estimate that______________volumes will be ordered through the Center between April and August 1, 1960. The rural population of the area served by the Library is___________per cent of the total population.

Signed:____________________________________
(Chairman of the Library Board)

____
(Librarian)

(do not write below this line)

____________	volumes	1st. payment	____________
____________	per volume		
____________	processing cost	2nd. payment	____________
____________	% rural		____________
____________	amount of grant		____________
		Total	____________

AGREEMENT TO MEMBERSHIP IN THE LIBRARY SERVICE CENTER OF EASTERN OHIO

THIS AGREEMENT made as of the ____ day of ____________, 196__ by and between the undersigned, the Library Service Center of Eastern Ohio hereinafter called Center, and the ____ library operating and existing under the laws of the State of Ohio, hereinafter called the library.

WHEREAS there is established a Library Service Center known as Library Service Center of Eastern Ohio having as its main purpose, the purchasing and processing of library material and the furnishing of the same to the members associated with the said Center; and

WHEREAS there is maintained at the Center a staff of experienced employees adequate to furnish these services in the competent manner; and,

WHEREAS the undersigned Library is desirous of becoming a member of the Center, to participate in the Center's activities,

NOW THEREFORE BE IT AGREED AS FOLLOWS:

The Library does herein agree to become a member of the Association and shall commit not less than seventy-five(75%) percent of that portion of its yearly budget ordinarily used in the purchase of books, to the use of the Center and the failure of the Library to continue the furnishing of that percentage shall render the Library subject to expulsion from the association with the forfeiture of all rights therein except for such books or materials as shall have been ordered and purchased by it which it may remove.

The Center shall purchase and process books and other library materials as ordered by the Library and shall deliver such materials to the ordering Library for the purchase price of each item plus seventy-five (75¢) cents.

Delivery shall be made by the Center of all materials ordered by the Library on a schedule which is so far as possible_____________.

The Library does herein subscribe to the Articles of Agreement to Establish a Library Service Center dated ______________________, and any later articles of regulations adopted with the approval of the duly elected officers.

Membership shall continue from year to year with the right of the Library to withdraw by giving written notice to that effect before July 1st of any calender year. By a majority vote of all Board members the contract with any member library may be terminated on 90 days notice.

In the event of the dissolution of the Center all of its assets except for books and materials ordered and purchased by an individual library which shall belong to it shall be divided among the members at that time in an equitable manner, having due regard to the proportion of the total budget furnished by it at that time and the number of years of membership.

This agreement signed by the president and secretary of the respective Boards of Trustees of the Center and the Library, pursuant to the authority granted by said Boards.

____

BY ______________________________

BY ______________________________

CONTRACT FORM

Public Library Service Center of South West Wisconsin

This agreement, made and executed this _____day of _____________, 196___, by and among the county boards of Crawford, Grant, Iowa, Lafayette, and Richland Counties,

Witnesseth that:

WHEREAS the Public Library Service Center of South West Wisconsin, formerly called South West Wisconsin Library Processing Center, has proved a demonstration of successful interlibrary co-operation, and

WHEREAS the county boards of Crawford, Grant, Iowa, Lafayette, and Richland Counties have recognized its success by the appropriation of funds for partial support of the Center in 1961, and by the appointment of county library committees to study and make recommendations as to continuance of the Center, and

WHEREAS the five committees so appointed recommend continuing and expanding the services of the Center under joint administration of the five counties, and

WHEREAS Wisconsin Statutes 66.30 and 43.25 (1) provide legal authority for such joint action, and 43.26 (4) provides for creation of a Joint Library Board,

Now therefore the boards of supervisors of the counties of Crawford, Grant, Iowa, Lafayette, and Richland do hereby mutually agree:

That the counties of Crawford, Grant, Iowa, Lafayette, and Richland, in consideration of the mutual covenants hereinafter set forth, do hereby enter into joint agreement to maintain and support with county tax funds the services of the Public Library Service Center of South West Wisconsin hereafter called "the Center," on annual basis according to the following table:

County Appropriations Prorated on 1960 Population

	% of Total	1962
Crawford	14.06	$ 2,320.00
Grant	38.21	6,305.00
Iowa	16.89	2,790.00
Lafayette	15.60	2,575.00
Richland	15.21	2,510.00
	99.97	$ 16,500.00

That each of the participating county boards of supervisors shall appoint a county library committee composed of county board members or lay members or a combination of both, the chairman of such committee to serve as the county's representative on a five member Joint Library Board

That each county library committee shall be an advisory committee to the Joint Library Board on all matters pertaining to the services of the Center, shall make recommendations to the Joint Library Board through their representative on the Board, shall actively support the Joint Library Board's request for appropriation for operation of the Center, shall receive service and financial reports annually and at such other times as agreed upon by the Joint Library Board, and shall transmit same to the county board

That the Joint Library Board assumes the following responsibilities in addition to the functions enumerated in Wisconsin Statutes 43.27:

1. Determination of administrative policies for the Center
2. Planning and promotion of the improvement of library service in the area
3. Preparation of an annual budget for the operation of the Center based on recommendations of the Administrator of the Center and the participating county library committees
4. Recommendation of basis of prorating of necessary operating funds among the participating counties and establishment of the method of deposit and disbursement
5. Making service and financial reports to the county boards and to the Wisconsin Free Library Commission

That any monies remaining and unencumbered at the end of the fiscal year shall be returned to the participating counties, prorated according to each county's share of the total appropriation

And it is further mutually understood and agreed:

That this agreement shall continue in force until rescinded by action of one of the parties, but the effective period hereof shall be for not less than one (1) year from the date hereof. After one (1) year from the effective date of this agreement, it may be terminated by mutual agreement of the parties.

And it is also further mutually understood and agreed:

That the Joint Library Board shall act as the legal representative of the participating county boards in making application to the Wisconsin Free Library Commission for grants available to the area under the Library Services Act, executing necessary contracts for the continuation and improvement of the services of the Center

That the Joint Library Board will encourage maximum local support of the Center, using diminishing amounts of federal funds under the Library Services Act

Approval date	Signed
Iowa Co. Board	Iowa Co. Clerk
Grant Co. Board	Grant Co. Clerk
Richland Co. Board	Richland Co. Clerk
Crawford Co. Board	Crawford Co. Clerk
Lafayette Co. Board	Lafayette Co. Clerk

This agreement, made and executed this_____day of_________________________, 19_____, by and between the Joint Library Board of the Public Library Service Center of Southwest Wisconsin, and the Library Board,_____________________________________Public Library.

WITNESSETH:

WHEREAS, the Public Library Service Center of Southwest Wisconsin (formerly Southwest Wisconsi Library Processing Center) has proved a demonstration of successful interlibrary co-operation, and

WHEREAS, the county boards of Crawford, Grant, Iowa, Lafayette, and Richland Counties have contracted with one another to maintain and support the Center, according to Wisconsin Statutes 66.30, and

WHEREAS, these 5 county boards have created a Joint Library Board under Wisconsin Statutes 43.26 (4) to administer the Center, and

WHEREAS, the Free Library Commission has deposited equipment in the office at 925 Lincoln Avenue, Fennimore, for the use of the libraries in the 5 county area, to be administered by the Joint Library Board according to the general policies formulated during the establishment period, and

WHEREAS, the public libraries of the 5 counties, having contracted for the services of the Center during the demonstration period, desire to continue this participation.

NOW, THEREFORE, the parties hereto agree:

1. THE PUBLIC LIBRARY SERVICE CENTER AGREES:
    a. To compile the orders from participating libraries and route them to the jobbers and publishers offering the best price and service, recognizing that each participating library shall have and enjoy unqualified freedom of choice in the selection of materials purchased in its behalf

    b. To classify, catalog, provide one set of catalog cards per title ordered, prepare book card and pocket, to apply a plastic cover to the dust jacket of each volume and deliver processed volume to the participating libraries.

    c. To provide a central collection of book-selection tools and to conduct periodic, joint, book-selection meetings for all participating libraries.

    d. To encourage and help sponsor additional co-operative activities, such as interlibrary loans, book swaps, rotating book collections, publicity activities, etc., among the participating libraries

    e. To assist librarians, library board members, and government officials in long-range planning for improvement of public library service in the area

2. THE____________________________________PUBLIC LIBRARY AGREES:
    a. That the library shall continue as a participating library in the Center by spending through the facilities of the Center an amount not less than 75 per cent of all book funds available to the library annually

    b. That the library shall pay to the Center a service charge not less than 10¢ per volume ordered

c. That the library shall accept the manner and style of centralized book processing, including cataloging and classification system and choice and quality of materials used as determined by the Center

d. To promote general public awareness and understanding of the purposes and functions of the Center

3. IT IS AGREED BY ALL PARTIES:

a. That, since the operation of the Center is contingent upon annual appropriation by the county boards, the library board shall take no action to discontinue this agreement during the year of the contract

b. That this agreement shall continue in force until either party shall give written notice to the other sixty days prior to the date of desired termination, except as provided in 3a of this contract

Librarian

President of Joint Library Board

President of Library Board -

Secretary of Joint Library Board

Wayne County Public Library Board
33030 VAN BORN ROAD
WAYNE, MICHIGAN
274-2600
722-8000

WALTER H. KAISER
COUNTY LIBRARIAN

CONTRACT FOR CENTRALIZED BOOK PROCESSING

It is agreed by and between the undersigned as follows:

1. That the County of Wayne owns and maintains Library facilities and employs a highly trained staff for service to member libraries of the County of Wayne, through the Wayne County Public Library Board; and,

2. That these facilities and staff can provide centralized book processing services in an efficient and economical manner to school district executing this contract; and,

3. That the said School District desires to avoid the unnecessary expense of establishing its separate book processing facilities; and,

4. That the said Board agrees to perform centralized book processing for the said School District; and,

5. That for the purpose of this agreement centralized book processing is defined as the periodic preparation of lists of books, pamphlets, and periodicals; ordering; cataloging; and preparation of books ready for use; and,

6. That the said Board shall furnish facilities for the display and selection of books and periodicals; and,

7. That the said Board shall deliver the said books to one designated location in a school district; and,

8. That the contract price shall be the net price of each book purchased for said school district plus $1.20 for each volume processed; said charges to be in favor of the said Board and against the said School District; and,

9. That the said charges shall be paid within 30 days of such periodic billing or invoice as shall be submitted by the said Board to the said School District; and,

10. That this agreement may be terminated at anytime by either party by a written notice of intent to terminate served upon the other party not less than SIXTY days before the effective date of the proposed termination; and,

11. That this service shall begin on the _____day of _________________, 196 and continue until terminated, as is herein and above stated.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this_________day of __________________, 196___.

WAYNE COUNTY PUBLIC LIBRARY BOARD

By____
Chairman and Authorized Agent, acting by authority of the said Board.

________________________SCHOOL DISTRICT

By____

____
Title, Authorized Agent, acting by authority
of its School Board.

WAYNE COUNTY LIBRARY

NEW LIBRARY RESOURCE CENTER FOR SCHOOL LIBRARIES

The Wayne County Library announces the establishment of a Resource Center to enrich the program of the school library. At the Resource Center the Wayne County Library has attempted to create model collections of outstanding books and audio-visual materials for examination by librarians, teachers, curriculum coordinators, and other interested school personnel. Current emphasis is on the elementary and junior high school library.

PURPOSES OF THE RESOURCE CENTER

1. The Resource Center will have on permanent display, continuously brought up-to-date, a basic collection of books, including reference books, periodicals, pamphlets, and pictures to assist and guide librarians and teachers in the selection, acquisition, and use of these materials.

   The collection will be based on the Basic Book Collection for Elementary Grades, the Basic Book Collection for Junior High Schools, the Science Book List for Children by the American Association for the Advancement of Science, and the Children's Catalog.

2. The Resource Center will display, through the courtesy of exhibitors, a wide range of the best and latest audio-visual and instructional materials, including

   Study Unit Kits
   Filmstrips
   Pictures
   Catalogs of Materials Sources
   Audio-Visual Equipment
   Scientific Models
   Recordings
   Films

3. The Resource Center will serve as a coordinating agency for the improvement of school libraries in Wayne County and as a focal point where school personnel may exchange ideas and materials. Outstanding programs and materials produced by the various school districts will be displayed at the Center.

4. The Resource Center will offer a complete book processing service.

5. A professional library will be available for librarians, teachers, and students of library work with children.

6. Materials of particular interest developed by the Resource Center, or by other sources, pertaining to books, reading, libraries, instructional materials, and related professional topics will be displayed and made available to the users of the Resource Center, either in sample or in quantity amounts, depending on the supply.

7. The examination and exhibition services of the Resource Center, which include displays of books, audio-visual materials, and equipment, are free, and all are most welcome to use these facilities. Users of the book processing services will be charged an amount sufficient to cover the cost of those services.

Users of the Center may participate in the program in various ways: by selecting their own books, by attending meetings, by examining materials in the Center, or by offering suggestions for improving services and procedures. In addition, an Advisory Committee of school librarians, which has already greatly assisted the Resource Center in identifying the needs of its prospective users, will continue to function in this area in the future. Members of the Advisory Committee are Phyllis Greer, Van Buren Schools; Alma N. Stanlis, Riverview Community Schools; and Margaret W. Wallace, Southgate Community Schools.

DESCRIPTION OF BOOK PROCESSING SERVICES AND PROCEDURES

A. Book Selection

1. All books are read and evaluated before being listed for purchase. School librarians may participate in the evaluation of materials at meetings held for that purpose.

2. New and replacement titles may be ordered frequently during the year.

3. The basic children's collection may be examined for beginning and maintaining the school library at the highest quality consistent with available funds.

4. New titles will be displayed along with information necessary for evaluation and selection.

5. Regular, frequent, and annotated lists of new titles are made available to users of the Book Processing Service prior to time deadlines for ordering.

6. Prebound books are purchased when available.

B. Book Preparation

1. Books will be purchased upon the order of authorized school librarians or other school personnel. The large purchasing power of the Wayne County Library assures the highest discounts which are then passed on to users of the service. It is believed that the County Library will receive discounts higher by 5% to 10%, possibly more, than those experienced by most school districts.

2. Books will be supplied with catalog cards and classified in accordance with the Dewey Decimal System.

3. Books will be delivered to one designated location in a school district.

C. Schools Without Librarians

In school districts where there are no librarians and where teachers must make their own selections, using the lists of the Resource Center will assure the purchase of a highly selective collection of books. Further, if the books are circulated, proper controls can be maintained because the books will be ready for circulation upon delivery.

D. Establishment Of New Libraries

Needless to say, the establishment of a new school library imposes a great burden on a librarian working alone with untrained personnel and with limited tools and equipment. The Resource Center will perform this work for the school librarian expeditiously and efficiently, giving the librarian time to guide students in their use of the library.

E. Cost -

1. A reasonable charge is made for the book processing services. However, this charge is reduced by the substantially higher discounts on books received by the County Library and passed on to participating school districts.

2. Included in the cost of processing are book selection and other professional services which will be of considerable assistance to librarians in improving the quality of school library service in the area.

For further details write or phone the Library Resource Center at the Wayne County Library, 33030 Van Born Road, Wayne, Michigan, attention of Mrs. Cynthia Chaklosh, Head of Children's Services or Mr. Walter Halsted, Head, Audio-Visual Department at 274-2600 or 722-8000.

An Agreement Between
Nioga Library System and Niagara University
For Ordering, Cataloging and Processing Library Materials

DEFINITIONS

1. For the purposes of this agreement the term library materials is limited to the following: hardbound and paperbound books, pamphlets and recordings.

2. A unit of library materials is a single volume, or pamphlet, whether independent or part of a set. Where two or more recordings are included in an album the album will be considered a single unit.

RENEGOTIATION

This agreement covers the period of one (1) year from the date of signature, at the expiration of which time it shall be subject to renegotiation at the option of either party.

UNIT PRICE

1. The price per unit for items completed under terms of this agreement shall be $1.55 per unit. Nothing in this contract shall preclude special arrangements for cataloging or processing specific groups of library materials which do not require the full scope of the work as defined in this contract. Payment for processing such materials may be negotiated by special arrangements applicable to such materials.

2. The minimum number of volumes to be processed for Niagara University under the terms of this contract shall be five thousand (5,000) volumes.

SCOPE OF THE WORK

1. Ordering books, etc. from suppliers

2. Receiving and checking invoices against materials received.

3. Forwarding invoices certified correct to Niagara University.

4. Cataloging and classification of all units in accordance with procedures mutually agreeable to Nioga Library System and Niagara University.

5. Provision of one set of catalog cards for each title cataloged. Each set to include two main entry cards (one for use as shelflist card), one title card and one each of subject and added entry cards as required by (4.) above.

6. All books to be furnished with plastic cover wherever feasible.

7. Ownership marks (one), book pocket, call number on pressure sensitive label, all to be affixed to each volume according to instructions from Niagara University.

8. Paperback and softbound books will be cataloged and processed in the same manner as hardbound books. In every case possible, paperbacks will be purchased in reinforced form.

9. All volumes when completed will be delivered to Niagara University Library.

PAYMENT

Niagara University agrees to pay Nioga Library System on presentation of a certified voucher and invoice covering units delivered to Niagara University Library as of the date of the invoice.

For Nioga Library System

Laurence G Hill

Director

For Niagara University

Joseph P. Cahill, cm

President

Dated: Fourteenth day of June 1965.

An Agreement Between
Nioga Library System and Niagara County Community College
For Ordering, Cataloging and Processing Library Materials

DEFINITIONS

1. For the purposes of this agreement the term library materials is limited to books, pamphlets, sound recordings and sound tapes, and audio visual material.

2. A unit of library material is a single volume or pamphlet whether independent or part of a set. Where two or more recordings are included in an album, the album will be considered a single unit. Each reel of sound tape will be considered a single unit.

RENEGOTIATION

This agreement shall take effect on the date of signature and shall continue in force until terminated by either party. Notice of termination shall be submitted in writing by the terminating party to the other party not less than ninety (90) days before the date of termination.

UNIT PRICE

The price per unit for items completed under terms of this agreement shall be $1.55 per unit. Nothing in this contract shall preclude special arrangements for cataloging or processing specific groups of library materials which do not require the full scope of the work as defined in this contract. Payment for processing such materials may be negotiated by special arrangements applicable to such materials.

SCOPE OF THE WORK

1. Ordering books, etc. from suppliers.

2. Receiving and checking invoices against materials received.

3. Forwarding invoices certified correct to Niagara County Community College.

4. Cataloging and classification of all units in accordance with procedures mutually agreeable to Nioga Library System and Niagara County Community College.

5. Provision of one set of catalog cards for each title cataloged. Each set to include two main entry cards (one for use as shelflist card), one title card and one each of subject and added entry cards as required by (4.) above.

6. All books to be furnished with plastic cover wherever feasible.

7. Ownership marks (one), book pocket, call number on pressure sensitive label, all to be affixed to each volume according to instructions from Niagara County Community College.

8. Paperback and softbound books will be cataloged and processed in the same manner as hardbound books except that the Nioga Library System will, on request of Niagara County Community College, send paperbacks to commercial binders for reinforcement of bindings and lamination of covers. Cost of such reinforcement and lamination of covers, together with transportation charges, if any, between Nioga Library System Headquarters and the commercial binder, will be paid by Niagara County Community College.

9. All volumes when completed will be delivered to the Niagara County Community College Library quarters.

PAYMENT

Niagara County Community College agrees to pay Nioga Library System on a certified voucher and invoice covering units delivered to Niagara County Community College Library as of the date of the invoice.

Signed

For Nioga Library System

Lawrence G Hill

Director

For Niagara County Community College

President

Received at Nioga Headquarters November 1, 1965

APPENDIX D

BLACK GOLD COOPERATIVE LIBRARY SYSTEM PROCESSING CENTER

Editing (Content)

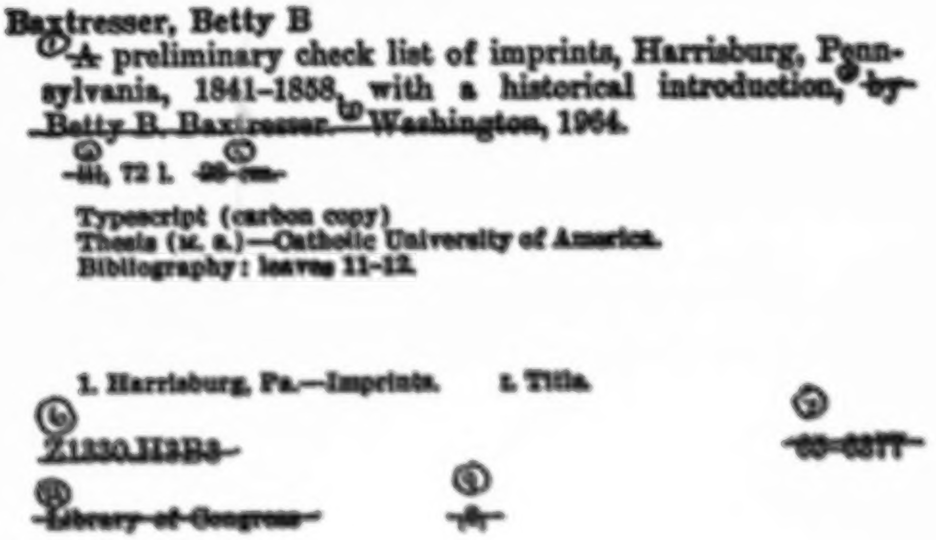
Author-Title Catalog

Subject Catalog

Children's Catalog

SUBJECT: Basic Editing Practices

ELIMINATE ...



Baxtresser, Betty B
① ~~A~~ preliminary check list of imprints, Harrisburg, Pennsylvania, 1841-1858, with a historical introduction, ② ~~by Betty B. Baxtresser.~~ ③ ~~Washington,~~ 1964.
④ ~~iii,~~ 72 l. ⑤ ~~28 cm.~~

Typescript (carbon copy)
Thesis (M. A.)—Catholic University of America.
Bibliography: leaves 11-12.

1. Harrisburg, Pa.—Imprints. I. Title.

⑥ ~~Z1330.H3B3~~ ⑦ ~~65-6377~~

⑧ ~~Library of Congress~~ ⑨ ~~[5]~~

1. Initial Articles
2. Single author from body of card.
3. Place of Publisher (Except when the publisher and Author are the same, or when place of publication is foreign.)
   - 3 a. When imprint shows 2 publishers, one foreign, one U. S. (e.g. London, Batsford; New York, Putnam) both place names are retained.
   - 3 b. When imprint or note shows a distributor as well as a publisher, eliminate the distributor.
4. Preliminary Paging
5. Size of book in Centimeters
6. Library of Congress classification number.
7. Card Order Number
8. Words "Library of Congress" at bottom of card..
9. Bracketed number, e.g. (5) at bottom of card.

SUBJECT: Editing of Collation

Redwood Library and Athenæum, *Newport, R. I.*
The 1764 catalogue of the Redwood Library Company at Newport, Rhode Island. Edited with an introd. by Marcus A. McCorison, and a pref. by Wilmarth S. Lewis. New Haven, Yale University Press, 1965.

①xxiii, 100 p. illus., facsims. 24 ②cm.

Bibliographical footnotes.

I. McCorison, Marcus Allen, ed. II. Title.

Z881.N693 017.5 65-22332

Library of Congress [3]

ELIMINATE ...

1. Preliminary Paging
2. Size of book in centimeters
3. When LC says "Chiefly illus." Omit or cross out "chiefly"

Young, Leonard W
Washington Agricultural Experiment Stations; seventy-fifth anniversary, 1890-1965 [by Leonard W. Young. Pullman, Wash., 1965]

①49 p. ②illus. 28 cm. ③(Washington Agricultural Experiment Stations. Stations circular 449)

Cover title.
Bibliography: p. 49.

1. Agricultural experiment stations—Washington (State) I. Title. (Series: Washington (State) Agricultural Experiment Station, Pullman. Station circular 449)

S541.Y6 65-64539

Library of Congress [2]

DO NOT ELIMINATE ...

1. Pagination
2. Words such as "illus," "unpaged", "col. parts", "diagrams", "plates" "forms", "geneal", "tables", "part col.", "various pagings" and "col. maps (on lining papers)"
3. Information in parenthesis, immediately following basic collation, which is a series note.

The Brief. v. 1-3, no. 4; Jan. 1894-Dec. 1895. London.

3 v. illus., ports. 25 cm. monthly.

Founded and edited by D. M. Ford.
L. C. set incomplete: v. 3 wanting.

1. Law—Gt. Brit.—Period. I. Ford, Douglas Morey, ed.

65-52923

Library of Congress [1]

DO NOT ELIMINATE ...

1. Information regarding the number of volumes.
2. Information regarding the frequency of publication.

SUBJECT: Editing of Notes

ELIMINATE ...

1. "Bibliographic notes": or "Bibliographic footnotes" unless pages are specified.

2. "Bibliographic reference included in preface"

3. ______________________________
    a. ______________________________
    b. ______________________________

4. ______________________________
    a. ______________________________
    b. ______________________________

5. ______________________________
    a. ______________________________
    b. ______________________________

DO NOT ELIMINATE ...

1. "First published in __________ under title: ________________" or any deviation from this form of expression that communicates that the book was previously published under a different title.

2. "Includes Bibliography"

3. "Bibliography: p. -- and any clause or phrase that follows immediately behind this information, directly related to this information.

4. "Bibliographies"

5. "Annotated Bibliographies"

6. "Autobiographical"

7. Any information regarding inserts, components, etc. such as:
    a. "With teaching instructions"
    b. "_______________ in pocket"
    c. "Includes Selections from __________"
    d. "Errata sheet inserted."

8. Any information that describes the exact nature of the contents, e.g.

   a. "Essays"

   b. "Poems"

   c. "Selections from ________"

9. Any information that connects the title with a previously published work, e.g.

   a. "Sequel to ____________"
   b. "Continuation of ____________"

10 Specific editorial information, such as:

   a. "Edited and arranged by ______________"

   b. "Text has been rewritten from articles in __________"

11. Information liners that associate the title with a particular grouping or collection, such as:

   a. "A book from the Institute of Policy Studies"

12. Notes such as:

   a. "Bibliography of the works of ___________"

   b. "Suggested readings: p. ______

13 ____

   a. ____

   b. ____

14. ____

   a. ____

   b. ____

DO NOT ELIMINATE

1. Contents as suggested by the Library of Congress. (Contents will be used as suggested by the Library of Congress, and will appear in the Subject Catalog only, except when there are no subjects listed for the entry. In such cases, the contents will be entered in the Author Catalog. - See illustrations in Production section "Handling of Contents".)

Abrams, Mark Alexander, 1906–

Must labour lose? By Mark Abrams [and] Richard Rose, with a commentary by Rita Hinden. [Harmondsworth, Middlesex; Baltimore] Penguin Books [1960]

127 p. illus. 18 cm. (A Penguin special, S188)

CONTENTS.—The Socialist commentary survey, by M. Abrams.—How the party system works, by R. Rose.—The lessons for labour, by R. Hinden.

1. Labour Party (Gt. Brit.) 2. Gt. Brit.—Pol. & govt. I. Rose, Richard, 1933– II. Title.

JN1129.L32A68 329.942 61–847 ‡

Library of Congress [2]

SUBJECT: Editing of Tracings

Alger, Joseph.

The New England primer alphabet [1691, 1961] humorously but reverently elaborated [by Joseph Alger and Russell C. Germond] Dublin, N. H., Yankee, inc., 1961.

[45] p. illus. 16 cm.

I. Germond, Russell C., ~~joint author~~. II. Title.

PS3501.L462N4 61–17754

Library of Congress [1]

ELIMINATE

1. The words "joint author"

Abernethy, George L *ed.*

Philosophy of religion, a book of readings, edited by George L. Abernethy and Thomas A. Langford. New York, Macmillan [1962]

542 p. 24 cm.

Includes bibliography.

1. Religion—Philosophy. I. Langford, Thomas A., ~~joint ed.~~ II. Title.

BL51.A32 201 62–7056 ‡

Library of Congress [5]

ELIMINATE

1. When the words "joint editor" are used, delete the word "joint", but leave the word "editor"

Abrahall, Clare Constance (Drury) Hoskyns.
The young Marie Curie. Illustrated by Denise Brown. New York, Roy Publishers [1961]

128 p. illus. 21 cm.

1. Curie, Marie (Sklodowska) 1867-1934~~—Juvenile literature.~~

QD22.C8A5 j 92 61-11042 ‡

Library of Congress [5]

Villiers, Alan John, 1903–
The Battle of Trafalgar; Lord Nelson sweeps the sea, by Alan Villiers. New York, Macmillan [1965]

96 p. illus. (part col.) col. map, ports. 24 cm. (Macmillan battle books)

Bibliography: p. [94]

1. Trafalgar (Cape), Battle of, 1805~~—Juvenile literature.~~ ① 2. Nelson, Horatio Nelson, viscount, 1758-1805~~—Juvenile literature.~~ ① I. Title.

DA88.5 1805.V5 j 940.2 65-15169

Library of Congress [18-1]

Stevenson, Augusta.
Sam Houston, boy chieftain. Illustrated by Katharine Sampson. Indianapolis, Bobbs-Merrill [1962]

200 p. illus. 20 cm. (Childhood of famous Americans)

1. Houston, Samuel, 1793-1863~~—Juvenile~~ ② fiction.

PZ7.S8467Sam 6 62-10039 ‡

Library of Congress [5]

ELIMINATE

1. Delete the words "Juvenile literature" when they are part of a Subject heading.

To avoid duplication, in Children's catalog ONLY

ELIMINATE

The words - "Juvenile" and "Children's" from subject headings.

Thus
1. " - Juvenile literature" is eliminated.
2. " - Juvenile fiction" becomes " - Fiction"
3. "Children's poetry", Children's literature", etc. become "Poetry", "Literature" etc.
   a. But, "Children's plays", becomes "Drama"
   b. And, "Children's stories" becomes, "Fiction", or "Short stories", as is appropriate.

Daves, Michael.
Devotional talks for children. Grand Rapids, Baker Book House, 1961.

92 p. 20 cm. [Minister's handbook series]

1. ~~Children's~~ ③ sermons. 2. Methodist Church—Sermons. 3. Sermons, American. I. Title.

BV4315.D34 252.53 61-10008 ‡

Library of Congress [2]

DO NOT ELIMINATE

1. Series information in the tracings as suggested by the Library of Congress.

BUT:

1. Cross out the word "Series".
2. Type as added author.
3. Underline in blue.

Aberdeen and Temair, Ishbel Maria (Marjoribanks) Gordon, *marchioness of*, 1857–1939.
The Canadian journal of Lady Aberdeen, 1893–1898. Edited with an introd. by John T. Saywell. Toronto, Champlain Society, 1960.

lxxxiv, 317 p. plates. 25 cm. (The publications of the Champlain Society, 38)

Bibliographical footnotes.

1. Canada—Pol. & govt.—1867–1914. 2. Canada—Soc. life & cust. 3. Canada—Descr. & trav. (Series: Champlain Society, Toronto. Publications, ~~38~~)

F1033.A25 971.05 61-4090

Library of Congress [2]

** SEE ILLUSTRATIONS IN PRODUCTION SECTION "HANDLING OF SERIES".

DO NOT ELIMINATE

1. The words "illustrator" or its abbreviation.

Bryant, Al, 1926–
Pictures of Jesus with simple stories. Full color illus. by Charles Zingaro and Cleveland L. Woodward. Grand Rapids, Zondervan Pub. House [°1964]

1 v. (unpaged) col. illus. 20 cm.

1. Jesus Christ—Biog.—Juvenile literature. I. Zingaro, Charles, illus. II. Woodward, Cleveland L., illus. III. Title.

BT302.B7 j 232.9 64-22834

Library of Congress [5]

Adamnan, *Saint*, 625?-704.
Adomnan's Life of Columba. Edited with translation and notes by Alan Orr Anderson and by Marjorie Ogilvie Anderson. London, New York, T. Nelson [1961]

xxiv, 500 p. facsims. 23 cm.

Bibliography: p. [xv]-xxiii.

1. Columba, Saint, 521-597. I. Anderson, Alan Orr, 1879-1958, ed. and tr. II. Anderson, Marjorie Ogilvie, ed. and tr.

BX4700.C7A2 1961 922.2415 62-3911

Library of Congress [5]

DO NOT ELIMINATE

1. The words "Translator" or its abbreviation.

AIA-NSF Conference on Research for Architecture, *Ann Arbor, Mich., 1959.*
Research for architecture; proceedings. Edited by Eugene F. Magenau. Washington, American Institute of Architects, Documents Division, 1959.

127 p. (incl. cover) diagrs. 28 cm.

1. Architecture—Congresses. I. Magenau, Eugene F., ed. II. Title.

NA21.A5 1959 720.82 61-1649

Library of Congress [2]

DO NOT ELIMINATE

1. The word "Editor" or its abbreviation.

Abramovitch, Raphael R 1880-
The Soviet Revolution, 1917-1939. Introd. by Sidney Hook. New York, International Universities Press [1962]

473 p. 24 cm.

Includes bibliography.

1. Russia—Hist.—1917- I. Title.

~~*Name originally:* Raphael Abramovitch Rein.~~

DK266.A45 947.084 62-13964 ‡

Library of Congress [10]

ELIMINATE

1. The name variation as shown in Library of Congress cataloging when it appears below the tracings

Adams, Loyce.
The three T's: teach, travel and tell. Boston, Christopher Pub. House ⌊1960⌋

203 p. illus. 21 cm.

1. Teachers—Correspondence, reminiscences, etc. 2. Europe—Descr. & trav.—1945- I. Title.

~~Full name: Lillian Loyce Adams.~~

LA2317.A43A3 914 60-53194 ‡

Library of Congress ⌊5⌋

Adam, *Sir* Ronald, *bart.*, 1885-
Assault at arms; a policy for disarmament ⌊by⌋ Sir Ronald Adam and Charles Judd. London, Published for the United Nations Association of Great Britain and Northern Ireland by Weidenfeld and Nicolson ⌊1960⌋

80 p. 23 cm.

1. Disarmament. I. Judd, Charles, joint author. II. Title.

JX1974.A37 341.67 61-370 ‡

Library of Congress ⌊2⌋

INDEX

ADDED TITLES .... Page 258

ANALYTICS .... Page 259

ART BOOKS .... Page 256

AUTHOR CROSS REFERENCES .... Page 257

AUTOBIOGRAPHY .... See Biography .... Page 256

BASIC AUTHORITY .... Page 256

BIOGRAPHY .... Page 256

CLASSIFICATION .... Page 256

COMPOUND NAMES .... Page 257

CONTINUATIONS .... Page 260

COPYRIGHT DATE .... Page 257

CROSS REFERENCES–SUBJECT HEADINGS .... Page 257

CROSS REFERENCES–AUTHOR .... Page 257

CUTTER NUMBER .... See Biography .... Page 256

ENCYCLOPEDIAS .... See Continuations .... Page 260

JUVENILE LITERATURE .... Page 257

JUVENILE FICTION .... Page 257

REFERENCE BOOKS .... See Reference vs. Circulating .... Page 258

REVISED EDITIONS .... Page 258

SERIAL PUBLICATIONS .... See Continuations .... Page 260

SHAKESPEARE .... Page 259

SUBJECT HEADINGS .... Page 257

SUBJECT HEADING CROSS REFERENCES .... Page 257

SYMBOLS .... Page 258

BASIC AUTHORITY

The Library of Congress Rules of Descriptive Cataloging and the ALA Cataloging Rules for Author and Title Entries will be followed as basic authorities.

CLASSIFICATION

Dewey classification numbers will be used as supplied by the Library of Congress. If classification number must be assigned, the latest edition of the Dewey Decimal Classification will be used. EXCEPTIONS:

1. Numbers for individual biography will be shortened to 92. L.C. will be followed when they class in the subject, e.g.: 780.92, 796.357.
2. Expansion after the decimal point will be limited to 4 places in most cases. Longer numbers will be cut back to a total of 8, unless this places the book with a different subject, in which case 9 may be used, or leaves a zero or a meaningless portion of a standard subdivision at the end, in which case the number is cut down until meaningful.
3. The number 372 is used only for the art or practice of teaching. Readers are reclassified to fit with subject matter, e.g., Jennings, Jerry E. The South. L.C. assigned a reader number, 372.891: we reclassed as 917.5.
4. When L.C. supplies two different numbers, we use the one distinguished by an asterisk, which is the later one.
5. In rare cases LC classifies historical or biographical works even though the subject heading indicates "Fiction." We will follow this procedure.

BIOGRAPHY - CLASSIFICATION

Class numbers for individual biography will be shortened to 92. L.C. will be followed when they class in the subject, e.g.: 780.92, 796.357. Collective biography will be classed in 920's according to L.C., with the appropriate subdivision, e.g.: Presidents U.S. 923.127. Use cutter for all individual biographies and critiques, whether of an author, artist, musician, or football player. This includes autobiographies. The author of an autobiography is to appear as a subject heading. Works about Shakespeare are to be cuttered for the author.

BASIC RULE: In cuttering, use the three figure cutter table, altered and fitted by Miss Kate Sanborn ...

ART BOOKS

When an art-book is cataloged under the artist as if he were the author, he must appear as a subject entry and is to be cuttered too.

AUTHOR CROSS REFERENCES

No author cross references will be used in the book catalog. Duplicate entries will be made for pseudonyms and varying forms of the author's name, as well as co-authors, etc.

COMPOUND NAMES

Compound names will appear in the book catalogs as if a joint author.
Example: The author is "Fitzgerald-Fitzwilliams, Frances X"
Add tracing: Fitzwilliams, Frances X. Fitzgerald-
Will appear in book catalog as follows:
Fitzwilliams, Frances X. F.
920 (Fitzgerald-Fitzwilliams, Frances X) Irish kings, Macmillan, 1953.

Should a person with a compound name be the subject of a work, an added subject tracing will substitute for a cross-reference.

In addition to compound names, this method replaces cross references for names beginning with a free-standing proposition:

de, de la, d'
van von etc.

SUBJECT HEADINGS

Subject headings will be used as L.C. has supplied them. If any must be assigned, the latest edition of Library of Congress Subject headings will be used. SEE ALSO Biography and Art books, p.1.

SUBJECT HEADING CROSS REFERENCES

No subject cross references will be used in the book catalog. Patrons must consult Subject Headings used in the Dictionary Catalogs of the Library of Congress.

JUVENILE LITERATURE - Sub-Division

Juvenile Literature will be omitted as a subdivision in the children's catalog. See Subjects in Editing section.

COPYRIGHT DATE

Both the date of publication and copyright date will be used if the difference is two years or more, EXCEPT for fiction where the original copyright date is to be used. In cataloging non-fiction, use only the latest copyright date if there are two or more.

REVISED EDITIONS

A separate entry will be made for revised editions. No new entry will be made if the same plates were used even though the publisher and date may vary.

REFERENCE VS CIRCULATING - DISTINCTION

Separate and duplicate entries are to appear in book catalogs for any title held by some libraries for circulation and by some (whether the same or different) in Reference. Only the location liner will differ, providing information about which libraries have in each circumstance. (Of course, the classification number will be accompanied by the letter "R" if the title is held as Reference)

SYMBOLS

Do Not use:
1. EB-Easy Book
2. / -Young Adult
3. q -Oversize
4. C -California
5. Letters denoting Foreign Language

Use:
1. The letter "j" in classifying Juvenile Books
2. The letter "R" in classifying Reference Books

ADDED TITLES

1. An added title is supplied when the book has been published under two different titles:

   1938 - Sailor on horseback.
   1965 - Jack London, sailor on horseback.

   When adding the 1965 edition shown above, supply added title as follows:

   II. Title: Sailor on horseback SEE ALSO Jack London,
   sailor on horseback,

   When adding the 1938 edition shown above, supply added title as follows:

   II. Title: Jack London, sailor on horseback SEE ALSO
   Sailor on horseback,

Once entry has appeared in book catalog, instruct production to add tracing that shows the variant form of title and, if necessary, to indicate by note, "Also published as ... (variant title)" that such a change has occurred.

2. Added titles are traced when the book's title as it appears in body of card is uninformative or nonmemorable; e.g.

   Revised bibliography on the cutthroat trout; Book on wingless flight.

   The added titles will be typed onto slip at end of tracings.

   II. Bibliography on the cutthroat trout SEE ALSO Revised Bibliography on the cutthroat trout by Oliver B. Cope.

   II. Wingless flight SEE Book on Wingless flight by John Wheeler.

   The above is handled with discretion, normally only when traced by L.C.

3. Special case: Each of Shakespeare's dramatizations of English kings will be assigned as a conventional title the king's name and no., e.g. King Richard II. Unless the publisher has used this conventional title for the edition on hand, the title tracing is expanded to read as per title page, as follows:

   Title: King Richard II. The tragedy of King Richard the Second.

   when the title-page reads: The tragedy of King Richard the Second.

   Added decision: No attempt will be made to record any variant of a Shakespearian play until one is newly acquired by a member library.

ANALYTICS

Analyze collections of drama up to 10 (including 10). EXCEPTION: "Best plays" series, which is treated as continuation.

When L.C. analyzes major portions of a work, we will do so, but the tracings must be rewritten.

Form for tracing:

Dock brief, by John Mortimer (In his Three Plays)

CONTINUATIONS

1. Continuations will be indicated by open entry, including frequency statement if available. Review collation closely to be sure items applicable only to one volume are left out. Add note:

   "For library holdings consult the Reference librarian"

2. Publications frequently revised are to be treated as continuations: e.g. ARCO CAREER BOOKS and TRAVEL GUIDES Revised every 2nd or 3rd year.

3. General encylopedias are to be handled as if they were continuations.

4. Classic fiction titles are to be treated as open entry, showing only author and title, followed by note:

   "For library holdings consult the Reference librarian."

   This includes authors such as Dickens, Thackery and Scott in the adult field and titles such as Little women, Robinson Crusoe and Alice in Wonderland in the juvenile field. (Black Gold libraries, 1-4-66)

   1. Special case: Large type editions of fiction classics will continue to be cataloged individually and assigned the subject "Large print editions."

APPENDIX E

BOOK CATALOGS: COST DATA

Adequate and reliable cost data are needed for the production of book catalogs. Some estimates have been made and a few actual figures are available. Caution is urged in interpreting the data by those closely associated with the figures available.

In only one processing center is there a book catalog recording and identifying the holdings of member libraries—The Black Gold Cooperative Library System Processing Center, Ventura, California. (Sample entries from the book catalogs appear in Chapter XIV.) Rules for editing the content of the catalogs appear in Appendix D through the courtesy of Mrs. Catherine S. Chadwick, Director, Library Services, Ventura County and City Library, California.) The catalogs are prepared by the Science Press at Ephrata, Pennsylvania, by the use of punched sequential cards. No cost data were available. Future planning involves a computerization program.

State-wide book catalog programs have been proposed for New York and North Carolina. In the study, *Centralized Processing for the Public Libraries of New York State,* a guide for the programming of a book catalog is carefully delineated in appendixes D, E, and F.[1]

In the proposed plan for North Carolina, no estimated costs were cited. The skeletonic plan for the book catalog program and proposed sample entries are included in Chapter XIV.

Cost data from two large public libraries are included because, with their complex of branches, the scope of their programs and problems is similar to those of a centralized processing center. (They are unlike in their centralized administration and ready implementation of common policies.)

Cost data, estimated or actual, follow:

From Maryland.
    Enoch Pratt Free Library.

From New York.

From Pennsylvania.
    Free Library of Philadelphia.

From Maryland

Cost data from Enoch Pratt Free Library, Baltimore, are included because Enoch Pratt with its branch program represents a situation at the planning stage similar to that of a proposed processing center.

According to the specifications, three catalogs were to be prepared:

Catalog A. 300 copies of an 8½ x 11 inch, paper-bound adult catalog of 15,000 titles, 54,500 entries . . .
Catalog B. 300 copies of an 8½ x 11 inch, bound adult catalog of 20,000 titles, 71,500 entries . . .
Catalog C. 200 copies of an 8½ x 11 inch, paper-bound juvenile catalog of 2,000 titles, 7,500 entries.

The "Detailed Specifications on Service Contract for Preparing, Printing, and Binding Book Catalogs" follow.

Bids on the specifications were due on or by May 4, 1966. Of the six companies to whom the bid was sent, only three responded. Bids from those three became open information at the City Hall in Baltimore and are included through the courtesy of the Enoch Pratt Free Library. The bids follow the "Detailed Specifications." Miss Esther J. Piercy, Chief of Processing, forewarns that

> The bids were made on mythical catalogs—we have no idea what the pattern will be, either as to schedule or contents, so we set up these imaginary ones just for comparative bidding purposes.

The first volume of the book catalog is scheduled for publication in September 1966. Included also with the specifications and bids are:

> Sample page illustrating the types of entries and variant information to be included for author, title, and subject entries.

A directive addressed to "All Staff Members" from Marian Sanner and Esther Piercy on "The Book Catalog and Catalog Records," dated 6/15/66.

The documents were made available through the courtesy of the Enoch Pratt Free Library.

FOOTNOTES

1. New York State Library, *Centralized Processing for the Public Libraries of New York State,* Appendixes D, E, and F.
   Appendix D: Processing System Considerations.
   Appendix E: Description of Machine System.
   Appendix F: Projected Costs of the Recommended Plan.
2. Letter from Miss Esther J. Piercy, Chief of Processing, Enoch Pratt Free Library, June 29, 1966.
3. New York State Library, *Centralized Processing for the Public Libraries of New York State,* "Appendix D," p. 12.
4. *Ibid.*
5. *Ibid.*, "Appendix D, Table D-5," p. 13.
6. Brown, Margaret C., "A Book Catalog at Work," *Library Resources and Technical Services,* VIII (Fall 1964), 349-358.
7. Letter from Miss Margaret C. Brown, Chief, Processing Division, Free Library of Philadelphia, July 7, 1966.
8. *Ibid.*

DETAILED SPECIFICATIONS ON SERVICE CONTRACT FOR PREPARING, PRINTING, AND BINDING BOOK CATALOGS, ENOCH PRATT FREE LIBRARY

1. THE CONTRACT

This contract is for the preparation of library book catalogs for the Enoch Pratt Free library of Baltimore City, storing the information and producing supplements and accumulations as needed.
The program will start as soon as possible, with, if possible, the first catalog published in the Summer of 1966, and continuing with publications at presently-undetermined intervals until the contract is cancelled.
THIS CONTRACT WILL RUN FOR A THREE (3) YEARS PERIOD WITH OPTION TO EXTEND CONTRACT FOR AN ADDITIONAL TWELVE (12) MONTHS BY MUTUAL CONSENT OF CONTRACTING PARTIES.

It may be cancelled by either the LIBRARY OR THE VENDOR ON SIX (6) MONTHS NOTICE, OR, IMMEDIATELY, ON FAILURE OF VENDOR TO MEET SPECIFICATIONS AS OUTLINED HEREIN. Failure to meet publication dates (as established by Vendor and Library) or error of more than 2% (including prescribed arrangement of information), or a completed catalog of unacceptable readability would be considered cause for cancellation.

Method of production is not herein specified, the Vendor being free to bid on the method he considers most feasible in meeting the requirements as outlined herein. Information typed on tabular cards and then photographed by sequential camera, or print-outs from computer-stored information would be among the acceptable processes.

It should be stressed that this is a service and, although cost is an important consideration, the quality and schedule of the work are of primary importance.

2. THE PROGRAM

The first catalog will be published in June 1966 or as soon thereafter as possible and not later than September 1, 1966. This catalog will contain approximately 15,000 titles or 53,000 entries plus approximately 1,500 cross references; it will be paper-bound.

A second book catalog will contain approximately 25,000 titles or 90,000 entries (only a few hundred duplicating those in the first catalog described above). This will display the holdings of a new branch to be opened in January, 1967; the catalog must be ready by then. It will be cloth-bound.

During 1967 a pattern of bi-monthly or quarterly supplements with periodic cumulations will be established for 1967 and the years following. The determination of frequency and amount of accumulation will depend upon funds, hence on the results of a Bond-issue vote in November, 1966.

The Planning must be considered flexible at this time. It is understood that the program may be enlarged (to include other libraries, for instance) or curtailed (e.g. shortening the entries or the Library's assuming more of the work of production). Also, the number of copies may vary. In any such case, the contract would be adjusted, equitable to both parties (Library & Vendor).

It is further understood that all products of the operation (tapes, cards, catalogs, etc.) will be the property of the Library and that any programs developed jointly by the Library and the Vendor or developed for the Library by the Vendor would continue to be available to the Library's use even though the contract was cancelled.

3. REQUIREMENTS OF VENDOR

The Contractor, Vendor, or Bidder must be prepared to produce proof of business stability and of appropriate experience to undertake all of the work required to produce a library book catalog, including advising on the Library's techniques in the preparation of data or information supplied. He must also have produced a library book catalog in a program of one or more years, this catalog completely satisfactory and acceptable to the library for whom it was prepared. He must be prepared to maintain schedules agreed upon by the Library and Vendor, and he will arrange and pay for all transportation of data and material between Library and his plant.

4. DATA SUPPLIED BY THE LIBRARY

Data or information (source documents) to be included in the book catalog will be supplied in random order by the Library, at first on typed or processed catalog cards; later, perhaps, on punched paper tape or punched cards. The Vendor must, therefore, have equipment compatible with automated typewriters (Flexowriters, Dura Mach 10, or SCM).

This data will be supplied on one card (or source document) per title and will include full cataloging information; call number, author or main entry, full title, edition statement, imprint, collation, series and other notes and tracings. This information the Vendor will record (Input) and code to provide entries in the catalog under author and each tracing. The author entry will include the full information including tracings; subject entry will give selected information, and title entry will give only title, author, number of pages and date. THIS PATTERN OF FULLNESS WILL BE FOLLOWED IN ALL EDITIONS AND CUMULATIONS OF THE BOOK CATALOGUE.

The Vendor will arrange the entries in the order specified by the Library.

The style of the entries will follow that of a catalog card, that is, with separate paragraphs for author, title, collation, notes, and tracings.

The arrangement of the information on the page, as well as cover design, etc., will be agreed upon by the Library and Vendor.

Title-page information and introductory information for each volume will be supplied by the Library.

5. FORM OF THE BOOK CATALOG

A. CONTENT

The juvenile and adult entries will always appear in separate volumes, and the publishing schedules of the two may differ. Within these two, further groupings will be planned by the Vendor and Library, depending on the method of preparation. Thus, the adult entries may be divided into two: (1) names and titles and (2) subjects; or they may be divided in three groups: (1) authors, (2) titles, and (3) subjects.

Miscellaneous materials (such as recordings, serials, etc.) may be issued as separate sections in the regular volumes or as separate catalogs issued on a different schedule.

B. PRODUCTION

The catalog should be produced:
(1) by offset (press or rapid copier) or by letter press;
(2) on both sides of leaves of not less than 8½ x 11 or larger than 9 x 12 inches;
(3) with running heads and page numbers;
(4) in upper-and lower-case, sans-serif face;
(5) with foreign language symbols and accent marks where needed;
(6) on white paper of sufficient weight and texture to be opaque, at least 20 pound (Vendor should include sample with bid);
(7) printed in black ink, 3 columns per page, text reduced to approximately 8-pt. in size;
(8) with entries arranged in order prescribed by the Library.

C. BINDING

1. Sheets with be assembled and bound by Vendor.
2. Paper-bound catalogs up to 128 pages (64 leaves) may be saddle-stiched (sewn) or stapled (3 or more staples), with 2-color covers of durable paper (weight approximately 65-pound cover stock). Thicker volumes may be side-stitched (linen or nylon thread) or perfect bound. Paper-covered volumes will not be more than 5/8 inch in thickness.
3. Basic or cumulated volumes will be hard-bound with flexible backs (over-sewn) and case bound with durable, washable cloth such as buckram over .080 boards. Headbands and plain end papers are to be used. Bound volumes will not be thicker than 2 inches. (Samples and additional information on all questions are available from the Library's Chief of Processing or Head Cataloger.

6. THE BID

Because of variations in the amount of cataloging done in a period and in the amount of information necessary for each title, it is not possible to know in advance the exact contents or size of an issue of the book catalog, but the following descriptions of approximations of 3 examples may be used for bidding purposes.

A. 300 copies of a 8½ x 11 inch, paper-bound adult catalog of 15,000 titles, 54,500 entries as follows:
12,500 main entries, non-fiction (averaging 282 characters including spaces, 8 lines per entry)
2,500 main entries, fiction (averaging 60 characters, 3 lines per entry)
18,500 subject entries, non-fiction (averaging 107 characters, 4 lines per entry)
500 subject entries, fiction (averaging 90 characters, 3 lines per entry)
12,500 title entries, non-fiction (averaging 112 characters, 3 lines per entry)
2,500 title entries, fiction (averaging 78 characters, 2 lines per entry)
3,500 other added entries (averaging 118 characters, 4 lines per entry)
200 analytics, non-fiction (averaging 136 characters, 6 lines per entry)
300 analytics, fiction (averaging 100 characters, 4 lines per entry)
1,000 "see" references (averaging 121 characters, 2 lines per entry)
500 "see also" references (averaging 195 characters, 4 lines per entry)

B. 300 copies of an 8½ x 11, bound adult catalog of 20,000 titles
71,500 entries (those in A above previously used plus 5,000 new titles, 18,500 entries). The new entries distributed as follows:
4,500 main entries, non-fiction (averaging 282 characters including spaces, 8 lines per entry)
500 main entries, fiction (averaging 60 characters, 3 lines per entry)
6,500 subject entries, non-fiction (averaging 107 characters, 4 lines per entry)
150 subject entries, fiction (averaging 90 characters, 3 lines per entry)
4,500 title entries, non-fiction (averaging 112 characters, 3 lines per entry)
500 title entries, fiction (averaging 78 characters, 2 lines per entry)
1,150 other added entries (averaging 118 characters, 4 lines per entry)
100 analytics, non-fiction (averaging 136 characters, 6 lines per entry)
100 analytics, fiction (averaging 100 characters, 4 lines per entry)
350 "see" references (averaging 121 characters, 2 lines per entry)
150 "see also" references (averaging 195 characters, 4 lines per entry)

C. 200 copies of a 8½ x 11 inch, paper-bound juvenile catalog of 2,000 titles,
7,500 entries as follows:
1,600 main entries, non-fiction (averaging 125 characters, averaging 5-7 lines per entry)
400 main entries, fiction (averaging 58 characters, averaging 3 lines per entry)
2,500 subject entries, non-fiction (averaging 106 characters, averaging 3 lines per entry)
100 subject entries, fiction (averaging 74 characters, averaging 3 lines per entry)
1,600 title entries, non-fiction (averaging 107 entries, 2 lines per entry)
400 title entries, fiction (averaging 73 entries, 2 lines per entry)
500 other added entries (averaging 87 entries, 3 lines per entry)
100 analytics, non-fiction (averaging 130 entries, 5 lines per entry)
200 "see" references (averaging 121 entries, 2 lines per entry)
100 "see also" references (averaging 195 entries, 4 lines per entry)

SPECIFICATIONS & PROPOSAL

Proposal of ____________________

Address ____________________

Made this ____________ Day of ____________ 1966

BIDS DUE MAY 4, 1966

CONTRACT BP-66055 PREPARING, PRINTING,
BINDING, ETC. BOOK CATALOGS

TO THE BOARD OF ESTIMATES
OF BALTIMORE CITY:

Gentlemen:

The undersigned agrees to furnish and deliver as specified PREPARING, PRINTING, BINDING, ETC. BOOK CATALOGS for the ENOCH PRATT FREE LIBRARY in accordance with the ATTACHED SPECIFICATIONS & SAMPLE and other documents herein and at the following prices:

PRICE PER PAGE CATALOG A $ ____________ BY NUMBER OF PAGES FOR EACH BOOK ____________ (TO BE DETERMINED BY BIDDER) BY 300 COPIES.

TOTAL CATALOG A $ ____________

PRICE PER PAGE CATALOG B $ ____________ BY NUMBER OF PAGES FOR EACH BOOK ____________ (TO BE DETERMINED BY BIDDER) BY 300 COPIES.

TOTAL CATALOG B $ ____________

PRICE PER PAGE CATALOG C $ ____________ BY NUMBER OF PAGES FOR EACH BOOK BOOK ____________ (TO BE DETERMINED BY BIDDER) BY 200 COPIES.

TOTAL CATALOG C $ ____________

TOTAL LUMP SUM BID CATALOG "A", "B", & "C"

$ ____________

ENOCH PRATT FREE LIBRARY

Bids on Book Catalog

May 10, 1966

Book Catalog	Bidders		
	Data-Matic	Johnson & Prince	Science Press
No. pages Cat. A	1,000	1,196	977
No. pages Cat. B	1,346	1,624	1,309
No. pages Cat. C	110	144	121
Cost per page Cat. A	31,086	28,097	43.68
Cost per page Cat. B	20.976	12.24	18.16
Cost per page Cat. C	30.55	25.62	44.37
Total cost Cat. A	31,086.00	33,595.64	42,675.36
Total cost Cat. B	28,232.35	19,877.76	23,771.44
Total cost Cat. C.	3,360.50	3,689.28	5,368.77
Total Cost A, B & C	62,678.85	57,162.68	71,815.57
correction per line	.12	.14	.12
correction per entry	.40	.54	.75
withdrawing entry	.04	.09	.20
withdrawing all entries per title	.40	.34	.50
Timing on Cat. A	12 weeks	120 days	102 working days
Timing on Cat. B	10 weeks	90 days	132 working days
Timing on Cat. C	3 weeks	60 days	44 working days
Estimated costs per entry			
cost per entry Cat. A	.5704	.6164	.7803
cost per reprint entry Cat. B	.3238	.1554	.1727
cost per entry Cat. C	.448	.492	.715

Sample page: Enoch Pratt Free Library Book Catalog

American society in action
Riddle, Donald H., ed.
HN58.R53

AUDIOMETRY - CONGRESSES
Fisch, Ladislav, ed.
Research in deafness in children. c1964 103p.
RF290.F5

Bosch, Juan, Pres. Dominican Republic, 1909-
The unfinished experiment; democracy in the Dominican Republic. Praeger c1965 289p. Translation of Crisis de la democracia de America en la Republica Dominica.
1. Dominican Republic - Politics and government - 1961- I. Title
F1938.55.B66

The Cape Fear
Ross, Malcolm Harrison, 1895-
F262.C2R6

CAPE FEAR RIVER VALLEY - HISTORY
Ross, Malcolm Harrison, 1895-
The Cape Fear. c1965 340p.
F262.C2R6

Congressional Quarterly Service, Washington, D.C.
Legislators and the lobbyists. Washington c1965 78p. (A CQ book)
1. Lobbyists - U.S. 2. Lobbying. I. Title
JK1118.C66q

DEAFNESS - CONGRESSES
Fisch, Ladislav, ed.
Research in deafness in children. c1964 103p.
RF290.F5

A dictionary of modern English usage
Fowler, Henry Watson, 1858-1933
XPE1628.F65 1965

DOMINICAN REPUBLIC - POLITICS AND GOVERNMENT - 1961
Bosch, Juan, Pres. Dominican Republic, 1909-
The unfinished experiment; c1965 289p.
F1938.55.B66

ENGLISH LANGUAGE
Fowler, Henry Watson, 1858-1933
A dictionary of modern English usage. c1965 725p.
XPE1628.F65 1965

ENGLISH LANGUAGE - IDIOMS, CORRECTIONS, ERRORS
Fowler, Henry Watson, 1858-1933
A dictionary of modern English usage. c1965 725p.
XPE1628.F65 1965

Fisch, Ladislav, ed.
Research in deafness in children. London, The National Deaf Children's Society c1964 103p. bibl. "Proceedings of a conference at Oxford held on the 6th and 7th of April, 1963, and organized by the Medical Research Committee of the National Deaf Children's Society."
1. Deafness - Congresses. 2. Audiometry - Congresses. I. Title
RF290.F5

Fowler, Henry Watson, 1858-1933
A dictionary of modern English usage. 2d ed., rev. by Sir Ernest Gowers. Oxford, Clarendon Press c1965 725p.
1. English language. 2. English language - Idioms, corrections, errors. I. Title
XPE1628.F65 1965

FRONTIER AND PIONEER LIFE - OREGON - BAKER CO.
Lee, Mabel (Barbee)
The Rainbow years; c1966 175p.
F882.B2L4

GOLD MINES AND MINING - OREGON - BAKER CO.
Lee, Mabel (Barbee)
The Rainbow years; c1966 175p.
F882.B2L4

Lee, Mabel (Barbee)
The Rainbow years; a happy interlude. Autobiography Doubleday c1966 175p.
1. Frontier and pioneer life - Oregon - Baker Co. 2. Gold mines and mining Oregon - Baker Co. I. Title
F882.B2L4

Legislators and the lobbyists
Congressional Quarterly Service, Washington, D.C.
JK1118.C66q

LOBBYING
Congressional Quarterly Service, Washington, D.C.
Legislators and the lobbyists. c1965 78p.
JK1118.C66q

LOBBYISTS - U.S.
Congressional Quarterly Service, Washington, D.C.
Legislators and the lobbyists. c1965 78p.
JK1118.C66q

The Rainbow years
Lee, Mabel (Barbee)
F882.B2L4

Research in deafness in children
Fisch, Ladislav, ed.
RF290.F5

Riddle, Donald H., ed.
American society in action; readings for The problems and promise of American Democracy. McGraw c1965 410p. "Sponsored by the Eagleton Institute of Politics, Rutgers - the State University of New Jersey."
1. U.S. - Social conditions. U.S. - Civiliaztion. I. Title
HN58.R53

Ross, Malcolm Harrison, 1895-
The Cape Fear. Holt c1965 340p. maps, bibl.: p.323-327. (Rivers of America)
1. Cape Fear River Valley - History. I. Title
F262.C2R6

The unfinished experiment
Bosch, Juan, Pres. Dominican Republic, 1909-
F1938.55.B66

U.S. - CIVILIZATION
Riddle, Donald H., ed.
American society in action; c1965 410p.
HN58.R53

U.S. - SOCIAL CONDITIONS
Riddle, Donald H., ed.
American society in action; c1965 410p.
HN58.R53

ENOCH PRATT FREE LIBRARY

Books - Cataloging

Information - 6/15/66

To: All Staff Members
From: Marian Sanner and Esther Piercy

The Book Catalog and Catalog Records

The Catalog Department has started sending cataloging information to Johnson and Prince, Inc., the contractor who will produce our Book Catalog. This Philadelphia printing firm is the one which worked with Margaret Brown in designing the book catalog of the Free Library of Philadelphia.

Ours, however, will not look like the Philadelphia one. A sample page is attached. This is just a sample; it has some punctuation to be corrected, the arrangement is haphazard, and both sides of the sheet are the same; but it does show the way our catalog will look. It will be made, to begin with, by means of photographing the information from typed tabulator cards; typewriter punched tapes will be preserved for later conversion to computer storage. It will be a dictionary catalog arranged like our present card catalogs.

We (the Catalog Department, the Book Catalog Committee, and the printers) have worked to achieve an attractive and readable page, to include all necessary information, but to keep costs and bulk down by cutting wasted space, using abbreviations, and by some rearrangement of information. The descriptive cataloging information is pulled into one paragraph as in PW and BPW listing. The main entry will carry all of the bibliographical information formerly carried on cards, except that for general American trade publishers listed in the Literary Market Place the place of publication is omitted. Even the tracings will be included in the main entry. The subject entries will have subject, main entry, date, paging, and call number. The title entry will show only title, main entry, and call number. Fiction will say FICT. in place of call number. Cross references will be included.

The call numbers found in book catalogs will always be LC, hence for books with yellow strips.

For books cataloged only reference, the call number will include X, e.g.: XPE6801. For those titles which have both reference and circulating copies, the X will be in parentheses, as: (X)PE1628.F65. Entries for titles held only by the Reference Department will include "Ref." as the first part of the call numbers; but titles held by both the Reference Department (or Poe Room or Maryland) and a subject department will carry a notation following the call number, as: (X)PN6084.R3M43 also: Ref. (or Poe or Md.). Location will not be shown (except on the shelf-list) for titles held by a second or third subject department or by offices, nonpublic departments, etc. Y will not be shown except for those titles in Y only; for these "Y Coll." will precede the classification number. Works in both adult and juvenile collections will be listed in both adult and juvenile catalogs, and there will be no tie-up between the two.

We will have enough catalogs printed to put as many copies as needed in every agency -- this will be worked out with each agency later.

The first catalog will come out in early September and will include the adult titles recently cataloged (those for which agencies are now receiving single catalog cards) plus as many as possible of the works cataloged with yellow sets of cards. This will be followed in the fall by a juvenile catalog for titles cataloged May 15, 1965, to date, and an adult catalog to complete the titles cataloged since May, 1965. When the Reisterstown Road Branch is opened, its collection will be in LC classification, and it will have its own book catalog. This cannot be used in other agencies (except Roland Park) since the copies of the books in other agencies will not have been re-marked. After that (in the spring) we hope to have a cumulated catalog made and then to get onto a regular schedule. The frequency of issuance will depend on the money we have to work with.

Decisions have not been made on handling of special materials, e.g., Maryland publications, periodicals and other serials, audio-visual materials, maps, music, etc.

After the opening of Branch 31 and of the new Branch 25, the Catalog Department will start reclassifying old titles to LC; they will begin with titles held by branches (any branch); this will be followed by re-marking the books in the branches and other Extension agencies. Then they will start reclassification, large subject by subject. The timing on this work will depend on the outcome of the Bond issue.

As of June 1 the Catalog Department (with the approval of the Book Catalog Committee) stopped most of the preparation of full sets of catalog cards and stopped all filing outside of the Catalog Department. They are distributing some cards, as follows:

(a) 1 full set of white cards to each branch receiving a title new to its collections but not yet reclassed LC.

(b) 1 full set of yellow cards to Maryland Department and to Children's Room for their titles; this is temporary until procedures are worked out for those two agencies.

(c) 1 full set of yellow cards filed in the Official Catalog. This too is temporary; after the Book Catalog catches up, the Official will contain only main entry cards, branch holding cards, and necessary authority cards.

(d) Enough cards for a set to go to Reference Department; they will add headings and file in Public Catalog. This too is a temporary arrangement.

(e) 1 shelf list card for the central shelf list and 1 for each branch receiving a title (or 2 for title both circ. and ref.).

(f) 1 author card for each public department and each branch receiving a new title.

The last group (f) will later carry, in upper right-hand corner, symbols indicating the supplement or catalog in which the title will appear. This is for purposes of discarding cards when the covering book catalog appears. Directives on these will come from the Catalog Department at appropriate times; do not discard any yellow cards until notified.

Staff initials:

From New York

Estimates of costs for the proposed State-wide and nine regional catalogs were made in Centralized Processing for the Public Libraries of New York State. The costs were estimated for a book catalog "computer printed on 14x18 sheets and photo-reduced to 8½x11 size" with the following characteristics:

1. Two column format.
2. Thirty full entries per page, 60 condensed entries.
3. For each item, on the average, one full main entry and three condensed added entries.
4. Monthly supplements.
5. Main catalog reprintings at the optimum intervals.[3]

The costs included in the figures are those directly related to the book catalog format: costs for original printing on the computer printer and for photography, platemaking, offset printing, collating and binding.

Definition of terms used in the table on "Estimate of Book Catalog Costs" which follows are:

Buildup period	The period during which the catalog grows from zero to ten years holdings.
Constant volume period-	A ten year period in which, at each recumulation of the main catalog, old entries are deleted to compensate for new entries added. (In determining the costs a constant volume of ten years of holdings was assumed).[4]

Table D-5

ESTIMATE OF BOOK CATALOG COSTS

[All Costs in Thousands of Dollars; Computer Print Time in One-Shift Weeks (40 Hours)]

			Buildup Period	Constant Volume Period			
Catalog	Thousand Titles Per Year	Copies	1/10 of Total Reproduction Cost	Reproduction Cost	Thousand Pages Per Year	Computer Print Time Per Year	Computer Print Cost at .25 Per Page
			$	$			$
Statewide	45	1000	181	259	61	7.5	15
Region 1	12	100	23	33	16	2.0	4
Region 2	25	100	47	68	34	4.2	8.5
Region 3	12	100	23	33	16	2.0	4
Region 4	15	150	30	44	20	2.5	5
Region 5	15	200	33	47	20	2.5	5
Region 6	13	150	26	37	17.5	2.2	4.4
Region 7	12	175	26	36	16	2.0	4
Region 8	10	175	22	30	13.5	1.7	3.4
Region 9	15	100	28	40	20	2.5	5
Total All Regions			258	368	173	21.6	43.3
Total All Catalogs			439	627	234	29.1	58.3

Notes:

Reproduction Cost: This includes photography, platemaking, printing, collating, and binding.

Buildup Period: The cost given is the total cost averaged over 10 years. However, the cost is not uniformly distributed. It will be low at the outset, and high in the last year.

Computer Print Cost: This is shown to give some idea of the relationship to reproduction cost. It does not represent an added cost, since this computer time is included in the total operating cost for the computer installation. 5

From Pennsylvania

The Catalog of Books of the Free Library of Philadelphia appeared in 1963. (Sample entries from the Catalog, reproduced by means of the Compos-O-Line camera, lithograpic plates, and multilith, appear in Chapter IV). Details relating to the development of the book catalog may be found in "A Book Catalog at Work," by Margaret C. Brown.[6] In the report some variables affecting the cost, whatever the system used to produce any book catalog are noted. (These were earlier quoted in Chapter XIV). The cost figure cited for production of the book catalog in the first year was "approximately $45,000."

In July 1966, Miss Brown, Chief, Processing Division of the Free Library, furnished the following additional information relating to the continuing costs of the Catalog of Books:

> In the course of publication, March 1963 - May 1966, all factors have varied. For example, we cumulate on a different schedule than we did the first couple years; the volumes are bound differently than they were the first year, etc.
>
> Our contract calls for 175 copies of each issue of the children's catalog and 200 copies of each issue of the catalog for adults. Cost of an issue depends on the number of pages in that issue. We are charged $4.174 per page for Catalog of Books for Adults and Young Adults and $4.393 per page for Catalog of Books for Children (higher figure because fewer copies).[7]

The "Contract for Printing and Binding of Free Library Book Catalog" and costs for 1966 follow.

FREE LIBRARY OF PHILADELPHIA

Contract for Printing and Binding of Free Library Book Catalog

a. Period of Contract
Construct will run for two years beginning June 20, 1964 with option to renew for two years more. Contract is subject to cancellation should anticipated appropriations not be voted.

b. Preparation of Catalog
Catalog will be made in the following manner:
1. Copy will be photographed by means of sequential card camera; the resulting film will be used to prepare lithographic plates, and the plates will, in turn, be used to print pages on offset press.

2. Copy furnished will be on 3" x 5" cards (rotary cut) and camera will photograph 2-1/8 inches of the 3-inch side of each card. Source material will vary in density on individual card and from card to card, so that handwork by the cameraman will be required to produce even quality in the final product. Title page and one page of introductory material (text furnished by the Free Library) will appear on each issue.

3. Reduction of copy may be no greater than 35% and page size of finished catalog no larger than 11 x 14 inches.

4. The finished catalog will contain 27 entries to a three column page, and each volume of the catalog will contain a maximum of 350 leaves (700 pages). Paper must be substance 16 buff bond of 25% rag content, except for title page and preface which will be printed on 32 pound.

5. Cumulative supplements of the catalog will be perfect bound with covers of appropriate weight. When an issue runs to more than 350 leaves (700 pages) division of the alphabet between volumes will be made with the approval of the Chief of the Processing Division of the Free Library. The basic catalogs will be bound according to accompanying specifications and a finished volume will be no more than 1-1/4 inches in thickness.

c. Publication schedule
The catalog will be in two parts: Catalog of Books for Adults and Young Adults published monthly, and Catalog of Books for Children published bi-monthly. The Adult and Young Adult catalog will be published in its entirety

every nine months; the Children's catalog will be published in its entirety once a year. Supplements to these basic catalogs will cumulate until the entire catalog is rerun. For the next twelve months it is expected that between 3,500 and 4,000 additions will be made per month to the Catalog of Books for Adults and Young Adults and approximately 700 additions will be made bi-monthly to the Catalog of Books for Children. Finished catalog (supplement) must be delivered within 2 weeks of picking up of copy. Finished catalog (basic issue) must be delivered within 4 weeks of picking up of copy.

d. Quotation

Quotations should be in terms of cost per page. Contract will be for 175 to 200 copies of each issue of the Adult and Young Adult catalog and 150 to 175 copies of each issue of the Children's catalog.

From: Margaret C. Brown
Chief
Processing Division
Free Library of Philadelphia

Date: July 22, 1966

The costs for 1966 were as follows:

FREE LIBRARY OF PHILADELPHIA

Catalog of Books for Children

Jan.1966	19 pages	$ 83.47
March 1966	44 pages	193.29
May 1966	70 pages	307.51

Catalog of Books for Adults and Young Adults

Jan.1966	108 pages	$ 450.79
Feb.1966	155 "	646.97
March 1966	6,472 "	27,014.28
April 1966	82 "	342.27
May 1966	123	513.40 8

From: Margaret C. Brown
Chief
Processing Division
Free Library of Philadelphia

Date: July 7, 1966

FREE LIBRARY OF PHILADELPHIA

Catalog of Books for Adults and Young Adults (Sample entries)

GT. BRIT. - HISTORY - JAMES I, 1603-1625 - SOURCES
914.2 Chamberlain, John, 1554?-1628.
C354c The Chamberlain letters; a selection of the letters of John Chamberlain concerning life in England from 1597 to 1626. Edited by Elizabeth McClure Thomson. With a pref. by A.L. Rowse. Putnam [c1965]
370p.

GT. BRIT. - SOCIAL CONDITIONS
914.2 Marwick, Arthur, 1936-
M369d The deluge; British society and the First World War. Little, Brown [c1965]
336p. illus.

Great jungles.
574 Sanderson, Ivan Terence, 1911-
Sa561 Ivan Sanderson's book of great jungles, by Ivan T. Sanderson with David Loth. J. Messner [c1965]
480p. illus.

GREEK LANGUAGE, BIBLICAL - DICTIONARIES - ENGLISH
487.3 Bauer, Walter, 1877-
B326g A Greek-English lexicon of the New Testament, and other early Christian literature; a translation and adaptation of Griechisch-deutsches Wörterbuch zu den Schriften des Neuen Testaments und der übrigen urchristlichen Literatur, 4th rev. and augm. ed., 1952, by William F.

Arndt and F. Wilbur Gingrich. University of Chicago Press [c1957]
909p.

GREEK PHILOLOGY - HISTORY
880.9 Geanakoplos, Deno John
G261g Greek scholars in Venice; studies in the dissemination of Greek learning from Byzantium to Western Europe. Harvard University Press [c1962]
348p. illus.

Bibliography: p. 305-337.

Catalog of Books for Children (Sample entries)

j917.48 Ruth, Marjorie
R932p3 The Pennsylvania story, by Marjory Ruth [and] Muriel Taylor. Illus. by Jack Gaughan. Maps by Jane Castle. Philadelphia, Franklin Pub. and Supply Co. [c1964]
244p.

RUTH (BIBLICAL CHARACTER)
j220.92 Malvern, Gladys
R932m2 The foreigner; the story of a girl named Ruth. Decorations by Corinne Malvern. New York, D. McKay [c1954]
214p.

j Ruthin, Margaret, pseud.
Katrina of the lonely isles. New York, Ariel Books [c1964]
162p.

j914.336
Sa78t2 Sasek, Miroslav
This is Munich. [New York, Macmillan [c1959]
60p.

j Schick, Eleanor, 1942-
The little school at Cottonwood Corners. New York, Harper & Row [c1965]
unpaged.

j SCHOOL AND COMMUNITY
see
COMMUNITY AND SCHOOL